



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

**Job Title:** Technical Accountant

**Department:** Finance

**Reports to:** Financial Controller

**Key relationships:**

Finance HR and Payroll Systems Implementation Project Team Finance System  
third party Implementer  
D365 Systems Accountant Finance Subject Matter Experts

**Hours:** 35 hours per week

(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

**Grade:** E

**Location:** RCN UK HQ (London) with hybrid working

### JOB PURPOSE

To be the Technical Accounting Lead for the RCN Group's development of and transition to Microsoft Dynamics 365 Finance and Operations from the current on-premise Open Accounts systems.

The role of the Technical Accountant is to support the finance department in the delivery of the D365 F&O system set up and internal control framework and to ensure these accommodate the reporting requirements for a Trade Union / membership organisation, registered Charity, and commercial trading subsidiaries. Other technical areas we will be looking to use your expertise will be in Investments and Pensions.

The implementation of Microsoft Dynamics D365 F&O with its scope and functionality will allow the RCN Group to deliver on its ambitions to reach an international audience, it will be your role to ensure that the system can deliver and account for international transactions.

## **KEY RESPONSIBILITIES**

### **1. Specific role responsibilities**

- Ensure completeness and accuracy of financial data for internal and external Reporting.
- Test design and compliance of set up and reporting functionality thoroughly. Provide a hand over document for each piece of design and report and provide a handover to BAU Subject matter expert for their final testing.
- Working closely with the D365 Systems Accountant and Finance Team Subject Matter Experts, ensure that the new Group Chart of Accounts and Financial Analysis are fit for purpose to deliver the Group Statutory Accounts, Quarterly VAT Returns and other relevant reporting.
- Ensure system build complies with current Group reporting standards and will also adapt to upcoming changes to FRS 102.
- Provide assurance that the internal control environment within the D365 F&O system and the associated group business processes are robust, fit for purpose and meet our external and internal audit requirements.
- Responsible for testing that the system design and reporting is delivering consolidated group and individual statutory Accounts for each group entity and that they are compliant with accounting standards and the RCN Group Financial Regulations.
- The Group VAT return is produced under partial exemption VAT rules. Responsible for testing that the system design and reporting for VAT is accurate and complies with HMRC rules.
- Responsible for testing that the system design and reporting for Trade Union Return is accurate and complies Trade Union reporting Rules.
- Work collaboratively with Subject Matter Experts to gain a thorough understanding of business-as-usual and ensure that D365 reporting is delivering the business operating requirements.
- Transfer knowledge of the system and reporting build for transition to the business-as-usual team.

### **2. Additional responsibilities**

- Champion equity, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group equality, diversity and inclusion statement.

- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- Maximise all opportunities available to:
  - encourage member recruitment and promote the benefits of joining the RCN
  - promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies
- Support member ballot and industrial action activities when required.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- Undertake any other duties as requested in line with the job role.

Job description updated by:  
Marika Ruddick, Financial Controller  
03/06/2025