



HEAD OF FINANCE AND MEMBERSHIP

Background to the role

Salary c. £37,000

We are looking for a new Head of Finance and Membership to join our senior team at the Faculty of Occupational Medicine. Whilst the successful candidate will have an accountancy qualification (part or full), they will also have the skills and experience to manage the Faculty's membership administration, premises and IT.

Reporting to the Chief Executive, the Head of Finance and Membership will be a senior member of the Faculty's small team of staff and will be responsible for ensuring the maintenance of proper financial procedures; the provision of accurate and timely financial reports and compliance with all legal, Charity Commission and HMRC requirements. They will also ensure that membership processes are correctly carried out, manage the database and contribute to strategies on membership services.

This is a rewarding post for a newly or part qualified accountant (CCAB, AAT) who is looking for a broader role. You should have at least five years experience in all book-keeping and accounting duties and be familiar with Excel, database management and, ideally, Sage Line 50. Experience of working at management level and the ability to inspire confidence in staff and honorary officers is also essential. We need a good teamworker with sound communication skills, who is able to develop excellent working relationships with colleagues. Part time administrative support will be available but the role will involve both high level and routine tasks.

Main tasks in the first part of 2015 will be compiling the year-end accounts for audit, implementing a new membership database and identifying new premises within London, with a view to moving in the summer.

Whilst we are a faculty of the Royal College of Physicians, we operate as an independent charity, setting standards for the practice of occupational medicine, defining the training curriculum, conducting examinations and supporting doctors in training. The Faculty is involved in the development of national policy and good practice guidance for the specialty of occupational medicine and also has a key role in revalidation.

The Faculty occupies pleasant offices near to Red Lion Square in Holborn.

To apply for this role, please complete the [application form](#) and return it, along with your CV, to Cinzia.spinazze@fom.ac.uk.

If you would like an informal discussion please contact the present incumbent, Katie Harris on 020 3116 6909 or the Chief Executive, Nicky Coates on 020 3116 6906.

Further information about the Faculty is obtainable at: www.fom.ac.uk

The closing date for applications is 9am on Friday 7 November.