

Job Statement

| Finance Officer | | | |
|------------------------|---------------------|-----------------------|--|
| Salary band | Officer | Salary | From £28,800 + Benefits |
| Department | Finance & Resources | Work location | Hybrid – both remote, agile working, and in person time in our officers at 41 Portland Place, London |
| Reports to | Finance Manager | Direct reports | N/a |
| Role duration | Permanent | Last updated | July 2022 |

About the Academy

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.

- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.

1. Influence policy and practice to improve the lives of patients, the public and communities
2. Support UK biomedical and health research to strengthen its global competitiveness and reputation
3. Support the next generation of researchers to reach their full potential
4. Work with our partners to increase the Academy's impact on global health by
5. Build our resources to ensure our long-term independence and effectiveness

[You can read more about our strategy 2022-2032 here](#)

Working at the Academy

A welcome from our President, Professor Dame Anne Johnson

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years to respond effectively to post-pandemic opportunities.



The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help solve problems such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK's aspirations to improve health, international reputation and economy, there couldn't be a better time to join the dedicated staff team working at the Academy.

Our staff

We have grown rapidly in recent years and continue to expand our team and the work they do. We currently have a staff of 70 people, all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

Our talented and committed staff team who embody our values are one of our key strengths. We put physical and mental wellbeing at the heart of our organisational culture and the way we work.

What you can expect working with us

We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work. We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. We welcome discussion of different working arrangements and locations with any successful applicant.

Our staff culture is shaped by the message of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage different working styles and practices to enable passions and achievements outside work to support individuals' careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we have agile working principles in place and are investing in hybrid and digital technologies. For those who want it, we provide daily access to desks in our London office Monday to Friday. To support connections in the office, our onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.

The role

The Finance Officer is responsible for ensuring that the underlying accounting records of the Academy of Medical Sciences (AMS) and Academy of Medical Science Trading Limited (AMSTL) are accurate and up to date timely. This is a key role and is the first point of

contact for staff, external suppliers and fellows with financial queries for both AMS and AMSTL.

About you

This is an exciting time to join the finance team, with its rollout of a modern finance system (Ipllicit). You will be introduced to efficient ways of working and contributing to continuous improvement of the Academy, facilitating and supporting the academy to efficiently process its daily transactions for accounts payable and receivable. You will be exposed to bank and balance sheet reconciliation, giving you the opportunity to learn and develop in the Academy. You should have an interest to engage with a wide range of stakeholders, solution focused and result driven. We are looking for someone with experience working in a finance team processing invoices and keeping on top of bank reconciliation, passionate about a career in finance and looking for career progression.

Key accountabilities

The Finance Officer is responsible to ensure that all transactions are accurately recorded on a timely basis for AMS and AMSTL, using the Academy's finance system, and related databases. The Officer provides accurate and timely information to enquiries from a range of stakeholders, including, but not restricted to, staff, fellows, external suppliers. The responsibilities of the post include:

Accounting on Finance System

1. Maintain the accounting records (purchase, sales, and nominal ledgers) of AMS and AMSTL on finance system and assist with the reconciliation of control accounts and production of the monthly trial balance.
2. Prepare monthly standard journals (accruals and prepayments) to produce the trial balance and work with the Finance Manager to provide other period end journals as required.

Purchase ledger

3. Maintain the purchase ledgers of AMS and AMSTL by inputting purchase invoices and expense claims by onto finance system and processing payments by BACS (Lloyds Commercial) and cheque.
4. Assist staff with queries about expenses and purchase invoices.
5. Ensure that authorisation limits are followed via purchase orders and maintain purchase order log.

Sales ledger

6. Prepare sales invoices for the Academy as necessary under terms of funding arrangements, liaising with relevant teams.
7. Monitor and maintain fellowship records ensuring subscription fees are invoiced and timely and be first point of contact for fellowship queries.
8. Monitor and ensure all income and donations are correctly reflected on finance and CRM system and information shared with the relevant departments.
9. Liaise with the contract caterers CH&Co on regular basis to confirm sales on trading company, assisting with queries where needed.

10. Upload sales information from the conference database Rendezvous to finance system and reconcile monthly.
11. Monitor receipts against invoices and assist with credit control to minimise the amounts owed by debtors to AMS and AMSTL.
12. Support the FORUM staff group regarding invoicing and provision of information regarding receipts and credit control.

Cash management

13. Prepare banking details and bank all income received at the Academy offices on a regular basis.
14. Provide cover for finance officer.
15. Post AMS and AMSTL bank receipts and payments onto finance system, preparing bank reconciliations in finance system.
16. Assist the Finance Manager with cash management, including looking at ways to improve the integration of the finance system with the online banking platform to increase automation of bank transactions.

Management accounts and year end

17. Assist the Finance Manager with the preparation of monthly budget holder reports and help with queries about variances.
18. Assist in preparation of year end accounts and work with the Finance Manager in producing documentation for audit.
19. Ensure that all transactions are entered onto with the correct VAT code and assist the Finance Manager in the preparation and submission of VAT returns for the Academy.

Other

20. Support staff who are running meetings and events by providing information on expenditure and income, preparing sales invoices, and assisting with credit control.
21. Support the Head of Finance in the continued optimisation of Exchequer and implementation of Iplicit.
22. Other tasks within the level of the role.
23. Other tasks as requested by the Finance Manager including support of work for the annual audit.

- Educated to at least A level or equivalent experience
- Proficient in use of finance systems
- Demonstrable Excel skills & sound working knowledge of other Microsoft applications & database packages
- Excellent communication skills (oral & written)
- Strong organisational skills
- Attention to detail
- Numerate
- Taking accounts to trial balance
- Experience of charity accounting
- Experience of Implicit

Competencies

1. Leadership and People Management

- Manages self effectively to prioritise and deal with competing demands

2. Inclusivity and Integrity

- Treats people fairly and with respect

3. Personal Effectiveness

- Understands the need to prioritise and manage time to achieve tasks
- Takes pride in work and is personally motivated to achieve high quality standards

4. Communication

- Asks relevant questions to clarify understanding

5. Innovation and Excellence

- Seeks and is open to value-adding improvements for day-to-day processes

6. Collaboration

- Willing to work with other teams and understands the benefits of collaborative working

Benefits and opportunities

| | |
|---------------------------|--|
| Salary progression | <p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through</p> |
|---------------------------|--|

| | |
|--|---|
| | our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews. |
| Location | <p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</p> <p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p> |
| Annual leave | 29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff) |
| Pension | The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%. |
| Life assurance | 3 x annual gross salary |
| Season ticket travel loan interest free | Available to all staff after completion of probationary period |
| Family friendly benefits | <ul style="list-style-type: none"> • We offer enhanced maternity and paternity leave and provide coaching for parents returning to work. • We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy. |
| Agile working | <p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> 1. Open 2. Timely 3. Experimental 4. Connected 5. Respectful 6. Empowered <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p> |
| Wellbeing and mental health | <ul style="list-style-type: none"> • Subscription to Headspace and Class pass. • Regular individual, team and organisation wide wellbeing days. • Seasonal staff connection days |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Employee assistance programme including financial and wellbeing advice. • Access to free online counselling and CBT • Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health. • Team of staff mental health first aiders |
| <p>Equity, diversity and inclusion</p> | <ul style="list-style-type: none"> • Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations. • Access to EDI training and development sessions. • Opportunity to join a cross organisation staff EDI Forum, with leads for Disability and Neurodiversity, gender, LGBTQ+ and race. • EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports. • We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network), the Employers Network for Equality & Inclusion and the Proud Science Alliance, a collective of healthcare and life sciences sector LGBTQ+ networks. |