



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

Finance Assistant

Salary Scale – Grade 3 £22,782– 35 hours per week

Glasgow

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff. Together, our clinicians, all of whom give their time freely to the work of the College, and staff are committed to providing an innovative, relevant and inspiring programme of activity across the College, with the ultimate aim of enhancing patient safety.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiring, and we are committed to living these values and behaviours through the way we work and interact with each other. The College promotes an agile, flexible workforce and while this is a full-time post, applications from individuals seeking part-time, job- share, or flexible working arrangements are welcome.

The Role

The Finance Assistant is responsible to the Finance Manager for processing of financial transactions, reconciling the cashbook and other Balance Sheet and Income & Expenditure accounts, credit control, responding to and triaging queries made to the finance department, and liaising with the wider College team and external customers and suppliers.

The Finance Assistant will work across both College and 1599 Limited.

On reviewing the information should you decide to apply for the post please do so **via S1jobs**.

The closing date is Monday 6th December 2021 at 12 noon.

It is anticipated that interviews will be held week commencing 13th December 2021.

If you have any queries please contact HR@rcpsg.ac.uk or access the recruitment package at <http://rcp.sg/careers>.

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