ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Job Description

Section 1 - Description

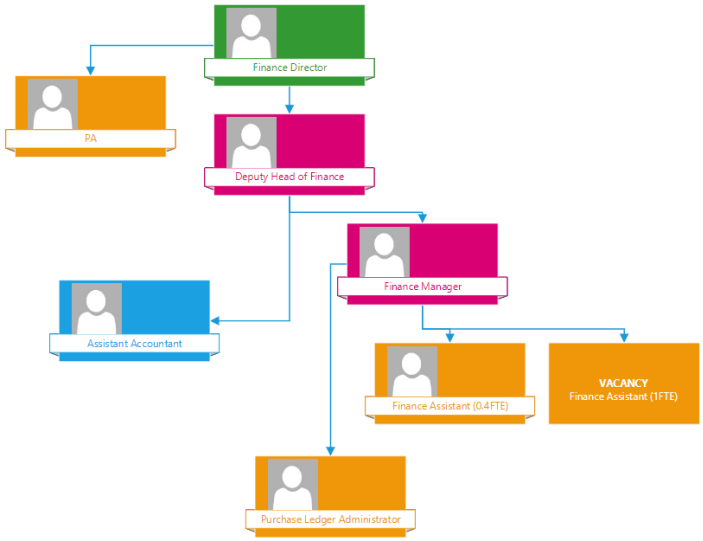
Job Title: Assistant Accountant (1 FTE)
Location: Finance Team
Reports to: Deputy Head of Finance
Salary: Grade 4
Date: November 2026

Section 2 - Job Purpose

The Assistant Accountant plays a key role within the Finance Team, ensuring the accuracy and integrity of financial records across the College and 1599 Limited. The post-holder is responsible for payroll processing, month-end accounting activities, balance sheet reconciliations, and supporting the production of timely and accurate management information to aid decision-making.

The Assistant Accountant will work across both the College and 1599 Limited.

Section 3 - Organisation Chart



Section 4 – Job Dimensions

- Processing and reconciling monthly payroll of approx. 120 staff per month plus casual workers and invigilators.

- Assisting in Management Accounts production for the College covering 9 cost centres and 6 faculties, including cross College departmental meetings to discuss budget variances.
- Assisting in Management Accounts production for 1599 Limited.
- Carrying out biannual stock checks on drinks stock and website stock valued at approx. 10k and posting movement to the accounts.
- Liaising with external auditors.

Section 5 - Main Responsibilities and Role

- Accurately calculate and process the monthly payroll, working collaboratively with the HR team to ensure employee payroll-related information is recorded correctly and reflected in payroll processing.
- Maintain accurate and up-to-date payroll records, ensuring compliance with HMRC requirements, pension regulations, salary sacrifice arrangements and organisational policies.
- Act as the primary point of contact for payroll enquiries, investigating queries and discrepancies and liaising with employees, managers and the HR team to ensure accurate, timely and professional resolution, escalating complex matters where appropriate.
- Carry out payroll reconciliations and process associated journals, including pension contributions, salary sacrifice arrangements, statutory payments, wages arrestments, Credit Union deductions, Cycle to Work deductions and other payroll-related payments, ensuring accurate recording within the general ledger.
- Prepare and process PAYE payments to HMRC in accordance with statutory deadlines, reconciling payroll liabilities to P32 reports and relevant balance sheet control accounts to ensure accuracy and completeness.
- Prepare and process monthly prepayment, accrual, deferred income and accrued income journals for the College and 1599 Limited, ensuring all related balance sheet accounts are accurately reconciled. Support the production of monthly management accounts by preparing and issuing expenditure reports for non-gross margin cost centres, analysing variances against budget, and highlighting and discussing significant movements with budget holders and management.
- Monthly transaction posting and reconciliation of intercompany accounts.
- Prepare and issue monthly OAS accounts and quarterly Hope and Senior Fellows accounts.
- Monitor stock movements and verify stock counts biannually.
- Issue rent invoices in line with rental agreements.
- Ensure capital expenditure is appropriately recorded and accounted for in accordance with the College accounting policies and maintain the College Fixed Asset Register and posting and recording accurate monthly depreciation, additions and disposals.

- Administer the corporate credit card programme, maintaining accurate records of cardholders, processing new applications and amendments, monitoring credit limits, managing blocked or cancelled cards, and responding to cardholder queries in a timely manner.
- Assist with the preparation of the annual audit file and support audit field work as required.
- Assist in the training of new team members.
- Ensure compliance with financial regulations, internal controls and College policies.
- Support continuous improvement of financial controls and accounting processes.
- Identify and escalate accounting issues, risks or anomalies in a timely manner.
- Cover College Finance Assistant(s) during annual leave and periods of absence.
- Undertake other duties commensurate with the grade and responsibilities of the post as reasonably required

Section 6 - Planning and Organisation

- The post-holder is expected to exercise professional judgement in resolving routine accounting, payroll and reconciliation issues, escalating complex or high-risk matters to the Deputy Head of Finance where appropriate.
- The post-holder will be required to effectively manage a varied workload, ensuring multiple deadlines are met.

Section 7 - Decision Making

The post-holder is expected to work independently within established financial policies and procedures, exercising judgement in the resolution of payroll, accounting and reconciliation issues. Complex matters, material exceptions and policy issues should be escalated to the Deputy Head of Finance.

Section 8 - Knowledge, Experience and Skill Set Required

Essential

- Intermediate Microsoft Excel skills including lookup functions, pivot tables and data analysis
- AAT qualified or actively studying towards an accounting qualification (AAT, ACCA, CIMA or equivalent experience).
- A comprehensive and practical understanding of double entry bookkeeping.
- Experience of month-end accounting processes and balance sheet reconciliations.
- Experience producing or assisting in the production of financial information, particularly management accounts.
- Strong attention to detail and a high level of numerical accuracy.

- Ability to prioritise workload and meet multiple deadlines.
- Experience handling confidential payroll and financial data.
- Strong analytical and problem-solving skills.
- The ability to communicate with and build relationships with both non-financial staff members and external suppliers and customers.

Desirable

- Advanced MS Excel skills.
- Experience of payroll systems.
- Experience of management accounting in a charity, education or not-for-profit environment.
- Experience of audit preparation and supporting external auditors.
- Experience of Microsoft Dynamics 365 Business Central or comparable accounting systems.
- Experience of process improvement and automation.