



Interim Head of Financial Accounts Candidate Information

March 2025

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Financial Operations and Control

The Financial Operations and Control team plays a pivotal role in supporting financial operations at the ICR, encompassing the following key areas: Accounts Payable, Treasury Management, Cashflow forecasting, Accounts Receivable, Tax compliance, Technical Accounting, regulatory reporting and Payroll.

This is an exciting time to join The Institute of Cancer Research as we embark on the implementation of 'Stratus', our new Enterprise Resource Planning (ERP) Programme. The post holder will be a key part of the Finance Team supporting both BAU financial operations and working alongside the Stratus Finance Project Team.

Our mission
is to make the
discoveries that
defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

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Job description

Department / division: Finance Department

Pay grade / staff group: PS2 | Professional Services

Hours / duration: Full time (35 hours per week), Monday to Friday – fixed term for an 18-month period.

Reports to: Head of Financial Operations and Control

Accountable to: Head of Financial Operations and Control

Main purpose of the job: To lead the Financial Accounts Team in providing a high quality financial operations service to the organisation.

Duties and responsibilities:

Management of Financial Accounts Team

Day to day responsibility for the management and development of the Financial Accounts Team, including supporting and assisting staff to meet their objectives.

Co-ordinating and training staff, including holding regular team and 1:1 meetings.

Ensuring that the team are linked into the work of the wider Finance Department and that there is a coordinated approach to delivering the Department's key objectives.

Treasury Management

Overall responsibility for the day to day operation and control of the ICR's bank accounts, and the management of short-term and overnight investments.

Primary point of contact with the bank for operational issues, including fraud detection, sanction compliance and other routine issues.

Responsible for ensuring the accurate processing of receipts on a daily basis, including ensuring that VAT is correctly accounted for.

Responsible for ensuring that bank reconciliations are performed on a timely basis and that action is taken to address reconciling items identified.

Responsible for the management of the ICR's day to day cash requirements and the development and maintenance of accurate cashflow forecasts, both short and medium term.

Monitor and forecast the ICR's foreign currency requirements and convert excess currency into sterling or vice versa, as appropriate.

Liaise with departments outside Finance to manage the operational interface with third-party payment solutions such as Stripe.

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Incoming Resources

Ensure that the ICR's invoice raising process operates efficiently and that there is effective communication with departments external to Finance who require invoices to be raised on a regular or ad-hoc basis.

Ensure that an effective credit control process is in place, including liaising with colleagues in Research Finance around payment of grant related invoices and timescales for income collection.

Support the Assistant Financial Accountant in ensuring that non-Financial colleagues understand the process for raising invoices and that regular communication channels are in place for queries.

Ensure the reconciliation of fundraising income recorded in Raisers Edge to the finance system on a monthly basis, including ensuring that unrestricted and restricted receipts are correctly recorded.

Preparation and submission of Gift Aid returns to HMRC on a timely basis.

Ensuring that the ICR's royalty income is correctly accounted for and that distributions to contributors are correctly made.

Payments

Ensure the payments process for all of the ICR's non-payroll payments is efficient and complies with the ICR's Standing Financial Instructions – including the weekly payment of suppliers by BACS and regular same-day payments by other methods including online payments for foreign currency transactions.

Ensure that aged creditors are managed appropriately by the Accounts Payable Team and that key supplier accounts are reconciled on a timely basis.

Support the Accounts Payable Team in ensuring that non-Finance colleagues understand the correct routes and authorization levels for different types of payments.

Tax

Preparation of the ICR's quarterly VAT return, ensuring accurate submission and payment of VAT owed in line with HMRC deadlines.

Maintenance of VAT-compliant records and working papers, including critical review of coding and allocation of income and expenditure to different VAT categories.

Keep up to date with changing VAT legislation and ensure that the ICR applies relevant changes at a transactional level, seeking advice from the ICR's external VAT advisors where necessary.

Submission of P11D and PSA returns on an annual basis and timely payment of any amounts due to HMRC.

Responsible for providing general VAT advice and guidance to ICR colleagues with respect to operational activities, capital projects, research grants and other issues as required, referring any more complex queries to the ICR's external VAT consultants as necessary.

In conjunction with the Head of Financial Operations and Control, responsible for the submission of the relevant documents for tagging to the ICR's external tax consultants for Corporation Tax purposes, in accordance with relevant legislation and HMRC guidance.

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Payroll

Supervision of the monthly payroll process, ensuring that in conjunction with the Payroll Assistant and the HR team all payroll changes are actioned correctly in line with agreed deadlines – for example starters, leavers, incremental changes and various allowances / deductions.

Ensure that relevant returns are submitted to HMRC on a timely basis, including RTI reporting requirements.

Ensure that the payroll system is reconciled to the general ledger on a monthly basis.

Subsidiary Accounting

Responsible for maintaining financial records for the ICR's trading subsidiaries using SAGE, ensuring that transactions are correctly accounted for within subsidiaries and any inter-company recharges are actioned on a timely basis.

Preparation of draft annual statutory accounts with all notes for relevant trading subsidiaries in line with the year-end timetable.

Raise all sales invoices, ensure timely collection of debtors, and ensure payment of all approved purchase invoices for relevant trading subsidiaries.

Responsible for ensuring effective and efficient year-end audits for relevant active trading subsidiaries, and to act as the identified first point of contact for the auditors on matters relating to those trading subsidiaries.

Balance Sheet Control and Month-end Reporting

Ensure that balance sheet control account reconciliations are carried out on a regular basis and undertake timely investigation and resolution of queries.

Review the ICR's balance sheet on a monthly basis as part of the month-end close timetable and investigate any unusual movements in balances as necessary.

Ensure that capital expenditure is accounted for and reported correctly through supervision of the Assistant Financial Accountant, including regular reconciliation between the Fixed Asset Register and the General Ledger and resolution of any reconciling items.

Monitor the correct application of the ICR's capital accounting policy and provide appropriate guidance and advice to colleagues.

Investment Management

Support the Head of Financial Operations and Control in managing the provision of accurate management information from the ICR's investment managers, including monthly and year-end reports.

Ensure that the value of the ICR's investment portfolio is correctly reported on a monthly basis and that gains or losses on investments are accurately accounted for.

Liaise with the ICR's investment managers to obtain ad-hoc reports and information where required, for example for year-end audit purposes.

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Audit and Statutory Accounts Preparation

Support the Head of Financial Operations and Control in the production of the ICR's statutory accounts, including preparation of relevant balance sheet notes and associated working papers.

Supervise other staff within the Financial Accounts Team to provide appropriate working papers and reconciliations as part of the year-end close, ensuring that information is produced in line with the year-end timetable.

Support the Head of Financial Operations and Control in managing the year-end timetable and the smooth running of the year-end statutory audit, including being a key point of liaison for the external auditors during the interim and final audits.

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

Educated to degree level	Essential
CCAB qualified	Essential

Experience

Significant experience in all aspects of operational finance, including receipts, payables, balance sheet control account reconciliations, treasury management, preparation of statutory accounts and indirect taxes.	Essential
Staff management experience, including appraisals and training.	Essential
Experience in the charity / not for profit sector and / or the Higher Education sector.	Essential
Experience in preparation of VAT and Corporation tax returns and liaison with HMRC / external tax advisory services.	Essential
Experience of supervising operational payroll processing activities and understanding of large public sector pension schemes such as the USS scheme.	Essential

Skills

Excellent excel skills and ability to manipulate and present large data sets using excel tools.	Essential
Excellent written and oral communication skills and ability to liaise effectively with non-finance colleagues.	Essential
Good time management skills and the ability to organize and prioritise own workload to meet tight deadlines with the minimum of supervision.	Essential
Excellent attention to detail and accuracy	Essential
Ability to motivate and manage a team and set priorities in the face of competing deadlines.	Essential
Good working knowledge of Agresso	Desirable
Experience with Oracle cloud financials	Desirable
Flexible approach to problem solving – able to step back and see the bigger picture.	Essential

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Helena Willey for further information by emailing helena.willey@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.