

## **Job Description**

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Reporting to:</b>	<b>Head of Finance &amp; Resources</b>
<b>Responsible for:</b>	<b>Finance Assistant</b>
<b>Hours of work:</b>	<b>37.5 hours per week Monday to Friday.</b>
<b>Holidays:</b>	<b>24 days per year plus bank holidays</b>
<b>Probationary period:</b>	<b>6 months</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Salary:</b>	<b>£30,000</b>

### **Main Purpose of the role:**

The Finance Officer role is responsible for managing the day-to-day aspects of the finance function, supporting all areas of financial operations including processes, systems and controls. The role will also provide expert financial support, information and guidance to non-finance colleagues across the organisation.

### **Key Tasks**

#### **Financial Processing**

- Manage all financial processing assisted by the Finance Assistant, including:
  - Process supplier invoices via DEXT PREPARE, ensuring all coding is accurate including the correct VAT treatment is adhered to in order to ensure VAT can be effectively recovered where appropriate
  - Review daily the invoices pending authorisation via APPROVALMAX to ensure all invoices are approved in a timely manner
  - Review daily rejected invoices and take appropriate action with the approver to resubmit and process the rejected invoices to ensure timely payment
  - Process weekly payment runs for the charity and its trading subsidiary

- Process all credit card expenditure ensuring all invoices, receipts and supporting documentation have been received
  - Process all employee and volunteer expense claims ensuring all are fully receipted and approved by the appropriate line manager
  - Raise Sales invoices in XERO on behalf of the fundraising and commercial teams
  - Organise and manage the weekly collection and recording of takings (cash and non-cash) from the commercial outlets and cash from the on-site collection points and ensure they are ready for collection by the Security company.
  - Monitor, reconcile and replenish all cash floats across the site and provide support to the commercial outlets offsite to ensure adequate cash floats are maintained
  - Liaising with the fundraising team, process and reconcile all cash and online donations received from the different income sources on a weekly basis
- Provide finance support and guidance to non-finance employees on financial procedures, policies and finance regulations.
  - Lead on the month end close processes including monthly accruals, prepayments, closing stock and stock transfers.
  - Reconcile monthly all balance sheet control accounts, across all areas of financial accounting (charitable, commercial and business activities) including bank, cash, accounts payable and receivable, payroll, stock, VAT and intercompany accounts.
  - Ensure accurate recording and accounting treatment of restricted donation income and expenditure.
  - Submit the gift aid claim for the Commercial outlets on a monthly process and ensure income is corrected allocated in XERO.
  - Liaise with the fundraising team re the timely and accurate submission of the quarterly gift aid claim for fundraising donations.
  - Maintain the fixed asset register and ensure all additions, disposals and depreciation are accurately recorded.

### **Statutory compliance**

- Prepare the quarterly VAT returns, including partial exemption calculations, ready for submission to HMRC.
- Support the Head of Finance and Resources with the annual audit process, preparing lead schedules and liaising with the auditors during the interim and final audit, responding to information requests.

### **Payroll and Pensions**

- Prepare the monthly payroll file, liaising with HR. Ensure all payroll and pension data is complete and accurate and submit to the payroll bureau. Review all payroll reports received from the payroll bureau and ensure are complete and accurate prior to approval of the payroll by the Head of Finance and Resources and Chief Executive.
- Ensure correct allocation of staff costs to departments and process the monthly payroll journal in XERO.

- Act as lead contact with the HR team to resolve any payroll and pension administration queries raised by employees.
- Support with the pension administration, including opt out by employees and submission of monthly data to the People's Pension.

### **Financial Reporting and analysis**

- Support the Head of Finance and Resources with cashflow management and the review and update of the monthly cash flow forecast.
- Support the Head of Finance and Resources with the production of monthly management accounts and variance analysis.
- Provide financial information, advice and guidance to the cost centre managers to support them with the financial management of their sections and to assist them with the preparation of their quarterly forecasts and annual budget.
- Support the Head of Finance and Resources with the quarterly forecast and annual budget process.  
Provide cost data and analysis when requested by the Fundraising Team in support of grant and trust applications.

### **Operational**

- Manage the regular review of and update of finance policies and procedures in the Finance handbook ensuring they reflect actual current operations within the finance function and comply with relevant legislation and best practice to avoid and prevent error and fraud.
- Support with the administration of contract renewals including the annual insurance policies.
- Proactively contribute to the development of our systems, processes and procedures, to increase efficiencies in the way we work.

### **People Management**

- Take responsibility for the management of the Finance Assistant in accordance with standard procedures.
- To provide training, motivation, support and supervision to the Finance Assistant
- Regular review and performance management of the Finance Assistant
- Responsible for the proper implementation of HR policies and procedures relating to staff

### **Other**

- Observe Raystede's working policies at all times, including those on Health and Safety and Equal Opportunities
- Undertake, from time to time, other duties that may be required to support the effectiveness and wider aims of the charity
- Contribute to the overall success of Raystede and support a positive culture through teamwork, communication and leadership



# Raystede Centre for Animal Welfare

## Person Specification

Post Title: Finance & Admin Officer

	Essential	Desirable	Method of Assessment/ Source of Information
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Part qualified ACCA, CIMA or minimum AAT level 4</li> <li>Full Driving Licence</li> </ul>		Application Certificates
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience in a similar finance role</li> <li>Knowledge and experience of finance procedures.</li> <li>Good working knowledge of accounting software.</li> <li>Excellent knowledge of MS Office and Excel at an intermediate level.</li> <li>Proven application of sound and effective customer care skills including face to face, on the phone, and written communications.</li> <li>Working with members of the public or within a visitor environment.</li> <li>Experience of or ability to manage staff that report into this role</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience in a Charity environment.</li> <li>Good working knowledge of XERO accounting software.</li> </ul>	Application Interview
<b>Key Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to make decisions independently, when dealing with often constant and conflicting demands on time</li> <li>Attention to detail and high level of accuracy.</li> <li>Proven communication skills, written and oral.</li> <li>Be able to take a logical approach to problem solving.</li> <li>Ability to work within a diverse team and build excellent working relationships.</li> </ul>		Application Interview

	<ul style="list-style-type: none"> <li>• Ability to manage personal deadlines and prioritise a demanding workload.</li> <li>• Ability to manage relationships with tact and diplomacy.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Personable, sociable and people oriented.</li> <li>• Proactive and self-motivated with the ability to think creatively.</li> <li>• A positive outlook and a “can do” attitude.</li> <li>• Dedication, commitment and tenacity.</li> <li>• Empathy and understanding of the love for animals.</li> <li>• A commitment to equal opportunities and anti-discriminatory practice.</li> <li>• Change orientated approach to work.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of animal welfare issues</li> </ul>	Application Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• To have a flexible approach to working hours.</li> <li>• Availability of vehicle for work use and in possession of a current, clean driving licence.</li> </ul>		Application Interview
<p><b>You should be aware of the confidential nature of the some of the work carried out at Raystede, details of which must not be disclosed to any unauthorised person.</b></p>			



## Raystede Centre for Animal Welfare

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input checked="" type="checkbox"/>
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Vocational driving, driving light goods vehicles, people carrying vehicles or forklift trucks	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Shift work	<input type="checkbox"/>
Night work	<input type="checkbox"/>
Climbing/Working at height	<input type="checkbox"/>
Working with hazardous substances, skin irritants, sensitisers, and/or with biological agents or chemical agents	<input type="checkbox"/>
Working with dangerous machinery	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Handling animal food	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>
Providing animal care	<input type="checkbox"/>