



Information for Candidates

Job title:	Finance Officer part time (8hrs per week), permanent contract
Location:	Work from home (in-person meetings in the future)
Information about the branch	
<p>The Manchester & Salford Branch of the RSPCA is a separately registered charity. The role of the branch is to rehabilitate and rehome the animals that the national RSPCA charity rescues through the inspectorate service. We also offer free or low cost microchipping and neutering to people on a low income.</p> <p>We are self-funding and need to raise £600,000 each year to continue our work. The branch currently has five charity shops and a small fundraising programme.</p>	
Summary of main terms and conditions of employment (please note that full details are provided with an offer of employment)	
Salary	£5141.76 pa (FTE £24,102 pa)
Hours of work	We are looking to recruit a part time Finance Officer to work 8 hours per week. These hours can be worked flexibly and from home, although it is anticipated that in-person meetings will take place in the future.
About the job	Working alongside the Branch Manager you will be responsible for the day-to-day financial processes and record keeping. You must be proficient in QuickBooks in order to maintain accurate accounting records, for monthly and annual auditing. You will also prepare monthly management accounts for the board of trustees via Quickbooks and be responsible for quarterly VAT returns.
Qualities sought	We are looking for a highly organised individual. Accurate and timely financial management, reporting and control is an essential part of the role. Experience of working in a finance role is essential.
Holiday entitlement	Full time staff receive 20 days (150 hours) per annum, part time staff

	<p>receive pro rata equivalent.</p> <p>An additional day's leave (7½ hours) will be awarded to all full-time staff at the end of each continuous year of service to a maximum of 25 days (187½ hours), part time staff receive pro rata equivalent.</p>
Probationary period	Six Months
Notice period	<p>During your probationary period, your employment may be terminated by one week's written notice on either side.</p> <p>On satisfactory completion of the probationary period, four weeks written notice on either side.</p>
Pension arrangements (if applicable)	Through The People's Pension
Any additional terms and conditions specific to the role	There may be occasions when you will be required to work above your contracted hours, which will be paid for.
Eligibility to work in the UK	
<p>In order to comply with legal requirements, we ask all potential candidates to prove their eligibility to work in the UK as part of the selection procedure. If you are invited to interview, you will be asked to bring the appropriate original documents with you to the interview.</p>	
Additional information (if appropriate)	
<p>You must have sympathy for the charity's purpose.</p>	
<p>To apply: please send a CV and covering letter outlining your suitability for the post to: susiehughes@rspca-manchesterandsalford.org.uk</p>	
<p>Closing date: Monday 19th April 2021</p>	
<p>Interviews: First round will be held virtually via Google Meets. If a second round of interviews is required, these will likely be held in person at the branch's animal centre in Salford.</p>	