



JOB DESCRIPTION

Job Title: Finance Officer
Branch: Manchester & Salford
Location: Home working
Reports to: Branch Manager/Treasurer

1. Purpose of the job

You will be responsible for the day-to-day financial processes and record keeping working with QuickBooks. In addition, you will prepare monthly management accounts for the board of trustees via Quickbooks and be responsible for quarterly VAT returns.

2. Dimensions

- The branch has a small animal centre in Salford and 5 shops in the Northern Quarter, Chorlton, Didsbury, Withington and Urmston.
- Annual income is approx £600,000 p.a.
- There are 19 staff (10 f/t, 9 p/t)

3. Principal Accountabilities

Financial transactions and processes

- Process all income and expenditure transactions using Quickbooks
- Reconcile all accounts monthly
- Maintain all paper or digital records securely

Reporting

- Work with the Branch Manager and Treasurer to monitor and improve financial systems
- Produce monthly income/expenditure tracking against budget, and prepare monthly reports for review by the board of trustees
- Work with the Branch Manager and Treasurer to maintain a cash flow and produce budget forecasts as required
- Prepare monthly finance committee reports
- Assist in annual audit, and year end processes

- **Other**

- Ensure compliance and adherence with financial procedures and standards across the branch in accordance with SORP
- Play an active role in the budget creation process
- Comply with the RSPCA Manchester & Salford Branch's Financial Management Policy and protocols
- Maintain confidentiality as required
- Work collaboratively to support organisational objectives

As and when directed participate in appraisals and supervision with your line manager.

- To take responsibility for your personal development and identify development training needs and attend training courses as directed by the Branch Manager.
- To perform any other duties as directed by the Branch Manager which are in keeping with your duties or for which training has been given.

While at work all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Follow Branch policies and procedures for health and safety.

NB. This job description is a statement of the job content agreed on 18th March 2021. It should not be seen as precluding future changes.

Job holder's signature: **Date:**

Line manager's signature: **Date:**

Person Specification: Finance Officer

ESSENTIAL

Skills and experience

- Proficient in the use of QuickBooks and reporting tools.
- Previous experience of working in a finance officer role or similar.
- Experience of developing and working within systems and processes to record financial transactions.
- Excellent time management skills, with the ability to manage your own workload to meet deadlines and prioritise.
- Excellent attention to detail.
- Excellent IT & communication skills.
- Excellent administrative skills and proven ability to develop and maintain internal systems to store information compliant with all legislation and good practice.
- Excellent interpersonal skills and ability to use a range of communication styles and methods and to communicate with a wide range of people.
- Excellent written and spoken English.

Knowledge and understanding

- Knowledge of, and ability to comply with, finance management procedures.
- Right to work in the UK.

Attitudes and values

- High degree of professionalism to handle sensitive and confidential information.
- Positive and can-do attitude and ability to work in a complex working environment.
- Collaborative approach to work.
- Commitment to the values, aims and objectives of the RSPCA.
- Commitment to equal opportunities and diversity.

DESIRABLE

Skills, experience and knowledge

1. Experience working in the charity sector
2. AAT qualified