

# Dogs for Good Job Description



**Post:** Finance Officer  
**Responsible to:** Finance Manager

## Key Tasks

1. To account for all income for the charity.
2. To input all purchase ledger invoices and assist Finance Manager with payment runs.
3. Ensure authorisation process for expenditure is followed.
4. Assist Finance Manager with reconciliations on purchase ledger.
5. To help improve financial process and procedures to assist non-financial users.
6. To process income from donations and other sources e.g. insurance claims, postage etc.
7. To bank all monies received by the charity under the banking policy guidelines.
8. To assist in the preparation of the monthly management accounts, to include the bank reconciliation.
9. To assist in the preparation of the year-end accounts and audit files for the charity.
10. To assist the Finance Manager and the Director of Finance with the smooth running of the Charity's finances and to help further develop financial procedures.
11. To undertake any ad hoc work requested by the Finance Manager.

## **Key Competencies**

1. Knowledge and experience of Xero computerised accounts would be desirable.
2. Experience of handling cash and cheques.
3. Experience of financial administration in a company or charity, including bank reconciliations, purchase ledger and sales ledger.
4. Experience of using Microsoft Dynamics would be advantageous.
5. Experience of using Excel.

## **Person Specification**

- A warm, friendly and helpful telephone manner.
- Ability to deal with several tasks at once in a busy office and meet deadlines.
- Ability to communicate effectively with a wide range of people including colleagues, suppliers, Veterinarians and members of the public.
- Be able to demonstrate a professional and pro-active approach at all times.
- Basic understanding of charity fundraising would be an advantage.
- Tolerance to dogs.
- A sense of humour.

## **Other Requirements**

1. Driving the charity's vehicles may be part of the job (i.e. to bank cash / cheques), so a full driving licence is preferred but, where applicable, we will work with the chosen candidate to find alternative solutions where reasonable adjustments are required.
2. You are expected to have a good understanding of safeguarding issues and how they should be applied to the work of the charity.
3. You will be required to undergo a Basic DBS check, which will be renewed every four years thereafter.