



JOB DESCRIPTION

Job Title: Finance Administrator
Department: Finance
Reports to: Finance Manager

Bath Cats and Dogs Home is committed to the welfare of companion animals; to rescue, rehabilitate and rehome pets who are unwanted and far too often neglected or mistreated and to promote responsible pet ownership through education.

All staff are committed to deliver first class customer care to all visitors and supporters (throughout daily activities) for BCDH to successfully continue to rehome animals and to have the long-term support of the communities we operate within.

1. Purpose of the job

To aid the Finance, Fundraising and Trading teams to ensure the accurate recording of income and associated administrative tasks using Sage, Raisers Edge and Cybertill databases, including preparation and recording of cash banking from the fundraising, trading, and customer services teams; to support the Finance team by undertaking all aspects of group's purchase ledgers on Sage.

2. Principal tasks include (but are not limited to):

Daily/Weekly/Monthly as required by each task:

- Undertake the group's purchase ledger processing, ensuring all uploaded invoices, credit notes and expenses are processed to Sage in a timely fashion and retained electronically/attached to Sage entry for audit purposes.

- Reconcile supplier statements with Sage records, ensuring any invoices not received are followed up with relevant budget holder(s).
- Maintain and update supplier records including bank details on Sage.
- Respond to supplier requests for payment and any other queries they may have.
- Reconcile direct debit payments from bank statements to invoices on Sage, liaising with relevant budget holders to follow up invoices where necessary.
- Set up creditor payment runs from the bank accounts (currently bi-weekly), producing remittance advice and updating the supplier records on Sage.
- Reconciling monthly credit card statements, liaising with relevant budget and card holders to follow up invoices where necessary.
- Creating income batches for posting of donations onto Raisers Edge (donor database), reconciling to bankings. Liaise with the fundraising team to ensure accuracy of coding, make changes where necessary and then commit batches to Raisers Edge and Sage as required in a timely fashion.
- For all digital fundraising platforms obtain reports and put batches together for review by the fundraising team. Once returned and checked, commit to Raisers Edge.
- Be responsible for the counting and/or checking of any cash receipts including donation stations/spinners, and creating receipts, Sage and RE batches, and preparation of all banking.
- Check weekly reception banking spreadsheet received from customer care team, ensuring there are no discrepancies, that cash for banking agrees with the amount shown on spreadsheet and that the vet suite invoices equal the amount posted on the spreadsheet. Prepare cash for banking.
- Ensure regular banking is organized via G4S and that cash levels in the safe do not exceed insurance levels.
- Ensure accuracy of all income postings within Raisers Edge and Sage.
- To ensure adequate information is recorded against donations and other income within Raisers Edge.
- To maintain petty cash, ensuring sufficient cash is always available, to issue cash in response to appropriate requests from staff, ensuring all cash handed out is properly recorded and that a correctly coded receipt is received from the member of staff responsible for the expenditure, then processing the expenditure to Sage.

- To assist external statutory auditors as required in relation to their income and expenditure testing, finance process notes and any other information they may need in relation to the finance admin duties to complete the statutory annual audit.
- To assist fundraising, HR/admin, trading, communications, and animal care teams with any finance related queries.
- To undertake any finance-related administrative duties as may be required to assist the Finance, Fundraising, Customer Care and Trading teams.
- To assist the Finance Manager with income/expenditure processing to Sage as may be required.
- Answer finance office telephone enquiries.

3. Knowledge, skills, and experience

a) Education Qualifications:

Good standard of maths and English (GCSE and/or A Level)

b) Professional/Technical Qualifications/Skills:

Not required for this role but bookkeeping, Sage level 2/3 and/or AAT qualifications advantageous.

c) Competence/ Experience:

Essential:

Sound knowledge of Sage 50 accounting software package.

Bookkeeping experience including experience of batch processing and reconciliations.

Database experience, knowledge of Microsoft 365 package including Outlook, Word, and Excel.

Previous finance team experience including knowledge of purchase ledger procedures.

Experience of working within a team environment.

Ability to organize and prioritise workload effectively.

Desirable:

Finance experience within the not-for-profit sector.

4. Group Organisations

Bath Cats and Dogs Home, operated by RSPCA Bath & District Branch. Bath Cats & Dogs Home (Trading) Ltd, Company Reg 7144330, wholly owned subsidiary of RSPCA Bath & District Branch.

5. Job Context

The Finance Administrator position is a full-time role, working closely with the Finance Manager, Head of Finance and other teams including fundraising, trading, animal care and comms to ensure group income and expenditure are accurately recorded, assisting with finance related queries where needed and provide administrative support as required to ensure the group's income, expenditure and cash banking records are accurately maintained.

The postholder will be expected to work with limited supervision and to develop and maintain financial record-keeping systems as appropriate.

The Finance Administrator is a member of the finance team, working alongside the Head of Finance and other finance team members as the finance team expands to manage increasing workload.

This job description is a statement of the job content agreed in 2023. It should not be seen as precluding future changes.

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

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