

JSPCA Animals' Shelter
Role Profile
Finance & Administration Officer

An integral member of the office-based team, the Finance and Administration Officer provides administrative and secretarial services to the CEO, the Committee and the wider business, including records management in respect of members and donors, and undertakes all routine aspects of the financial management processing of the JSPCA.

You will work within JSPCA policies, procedures and guidelines to ensure that all aspects of the JSPCA's administration and financial records are processed and maintained in a professional, accurate and timely manner.

Areas of responsibility and delivery:

Supporting the Business

Under the guidance of the CEO and Management Accountant, and by planning and managing your day to day work in an efficient way you will ensure the most efficient use of resources. Your duties will include:

- Provision of a comprehensive administrative/secretarial service for the CEO.
 - Acting as a point of contact for the Committee, providing support, issuing updates and ensuring proper governance is followed
 - Development and ongoing maintenance of an appropriate records management system, central filing system and databases to support business operations, ensuring compliance at all times with Data Protection Legislation. Manage retention periods and archiving annually in accordance with agreed procedures.
 - Manage the day-to-day administration of the Service Level Agreements (SLAs), Contracts and Leases, acting as a point of contact for the Managing Agent for the 4 residential lettings.
 - The taking of minutes at Management team meetings, including producing an action list and managing the follow up of noted actions
 - Manage reporting processes and timetables to ensure adherence (e.g. Committee / ACDH/ AJC/ Charity Commission) etc.
 - Manage Legacy records: past, present and future, ensuring compliance with data protection and records management policies.
 - Provision of a good quality service to clients and third parties, recognising the need for empathy, assistance and the provision of accurate information.
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- Opening, review and distribution of all incoming daily post. Logging of complaints and donations, liaising with other managers to ensure "thank-you's" and acknowledgements.
 - Recording staff sickness and annual leave records and informing managers weekly of absences.
 - Provision of any support required to assist with the processing, management and maintenance of any meeting room bookings
 - Work with Reception team to manage the Info @ enquiries email address to ensure that all queries have been responded to in an appropriate way.

- Assist with fund raising activities, open days and promotional events as required, which may involve working outside agreed normal working hours.
- Prepare the weekly and monthly payroll runs
- Manage the monthly and quarterly Social Security and ITIS returns and payments
- Raise and process sales invoices
- Manage the purchase ledger process, from ensuring invoices are correctly coded in Xero to preparing fortnightly payment runs
- Manage the R10 tax reclaim process
- Weekly banking reconciliations
- Ensure all GST is correctly recorded and GST reclaims are processed
- Manage 100/200 Club records and financial processes

Governance & Record keeping

You will continue to develop and maintain your knowledge of all areas of your role. You will ensure that accurate and adequate records are maintained in respect of all activities and that appropriate legislation is adhered to. You will play a part in the development and adherence of efficient internal operational controls and processes.

Financial Procedures:

You will comply with all relevant financial procedures. You will strive to be efficient and ensure cost effectiveness in all the work that you do.

Confidentiality:

You will work with sensitive and confidential information on a daily basis and you will follow the JSPCA confidentiality and clear desk policies.

Teamwork:

You will be an excellent team player helping to create a great place for your colleagues (staff and volunteers) to work. You will be supportive and helpful to staff and volunteers, fostering a culture of good teamwork. You will participate in team meetings and work with colleagues to complete actions arising from them.

Working Safely and Securely:

You will take reasonable care for your own safety and the safety of others, including the public, staff, volunteers and contractors, by complying with health and safety and other related procedures to manage and minimise risk.

Supporting our Purpose

You will wear your JSPCA name badge with pride and enthusiastically provide information about the JSPCA to the public to foster a greater understanding and appreciation of our cause. You will help maximise our income generation, using JSPCA guidelines and procedures, and will support wider fundraising initiatives as required.

Knowledge, Skills and experience needed

- Excellent administrative skills
- Strong numeracy skills, knowledge of and previous experience of bookkeeping: qualification desirable.
- Strong attention to detail and accuracy
- IT literate and competent: proficient with Microsoft applications, Xero, Paymaster or other payroll system and other CRM Database applications.
- Knowledge and understanding of Data Protection requirements.
- Able to plan and organise self and others to meet agreed deadlines
- Able to work on own initiative without immediate assistance from manager and take responsibility for getting things done within agreed parameters.
- Excellent people and interpersonal skills enabling strong and effective working relationships with both staff and external third parties.
- Knowledge of relevant Health and Safety compliance requirements and best practice relating to all aspects of the role and wider business obligations.
- Good and supportive team player.
- Full, clean driving licence is desirable.

Scope of the Role

Reports to:	CEO (with direction from Management Accountant)
Working hours/Pattern:	Part Time – 30 hours per week over 5 days
Line management:	0
Operating budget:	No direct budgetary responsibility but may have delegated responsibility for some aspects of site related budget.

Date of review: November 2020