



Recruitment Finance & Administration Officer November 2020

We are seeking a part-time Finance & Administration Officer (30 hours a week) to join our small dedicated team at the JSPCA whose mission is to prevent cruelty, promote knowledge, and provide for the aged, sick, lost and unwanted animals in Jersey.

Working closely with the CEO and the Management Accountant, you will provide administrative and secretarial services and undertake 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.

You will have excellent administrative skills and strong numeracy skills, with previous experience of bookkeeping and payroll systems. Attention to detail and accuracy is of paramount importance as is a positive 'can do' attitude.

How to Apply

To apply for this position, please forward the following either in writing or by email:

1. a completed **Recruitment Application Form**
2. a **Curriculum Vitae**
3. a **supporting covering letter** explaining why you are interested in the role, marked Private & Confidential to:

Allison Soulsby
HR Manager
JSPCA
89 St Saviour's Road
St Helier
JE2 4GJ

Allison@jspca.org.je

Please advise us in your letter if you have any dates/times that need to be avoided in respect of interview attendance.

Closing date for Applications

Wednesday 2 December 2020

Selection and Recruitment Procedures

JSPCA appoints on merit.

Short listing is carried out objectively by assessing the information you provide against the requirements of the job as set out in the role profile.

If you are short listed, you will be contacted and invited to attend an interview.



About the JSPCA

The Jersey Society for the Prevention of Cruelty to Animals (JSPCA) is an independent charity, founded in 1868 with the aims of preventing cruelty, promoting knowledge, and providing for aged, sick, lost and unwanted animals in Jersey.

Our St Saviour's headquarters were founded in 1913 by Frances Elizabeth Wilson. In 1924 Frances and her sister Charlotte bought 95 St Saviour's Road and four years later gave the property to the Animals' Shelter. In the contract it stated that the property was to be used exclusively to maintain and develop the cause started by Frances and Charlotte, to be used as a temporary shelter for all domestic animals that may have been injured, sick, lost or abandoned and to also provide veterinary treatment when necessary.

Our headquarters at 89 St Saviours Road was purchased in 1931. Known as Coie Manor Farm and dating back to the 18th century, this property provided the Animals' Shelter with much more space and land.

In 1936 the Jersey Society for the Prevention of Cruelty to Animals (JSPCA) & Animals' Shelter amalgamated.

The JSPCA are governed by a Committee operating under a constitution. The Chief Executive Officer is accountable to the Committee.

Our funding is self-generated through activities such as boarding activities, membership, retail sales fundraising activities, donations and legacies etc.

We have approximately 35 staff and are fortunate to have committed and enthusiastic volunteers who give their time generously to help our work and fundraising activities.

Our Services

The JSPCA Animals' Shelter provides a large range of services in the field of animal care and welfare, offering help and advice for all members of the public. These services include:

- 24-hour ambulance service
- Lost and found service
- Rehoming
- Assisted Veterinary Care Clinic
- Foster Animal Scheme
- Cat Boarding Facility
- Rescue and Rehabilitation of injured wildlife
- Education
- Pet Crematorium and Cemetery
- JSPCA Bereavement Support

Further information

www.jspa.org.je