



Sussex East and Hastings Branch

Job Description

Job title:	Finance and administration officer
Branch:	RSPCA Sussex East and Hastings Branch
Location:	Home-based working
Line manager:	Chair of the charity
Job purpose	
<p>To ensure the accurate preparation and maintenance of financial records for the charity in accordance with the RSPCA policies and procedures and in accordance with legislative and statutory requirements.</p> <p>Provide effective and efficient administrative support to RSPCA Sussex East and Hastings Branch including members of the Board and staff.</p>	
Main responsibilities	
Financial Administration	
<p>Key activities are to:</p> <ul style="list-style-type: none">a) issue, process and check invoices and receipts and obtain authorisation of expenditure.b) maintain records of invoices in accordance with RSPCA policies and procedures.c) assist with invoices and financial transactions in line with financial policies and procedures.d) liaise with the Chair and the outsourced accountants to ensure that all financial spreadsheets and monthly reports are completed and submitted in a timely manner.e) prepare monthly payroll, ensuring accuracy and employee BACS payments are actioned on the due date.f) assist with internal audits and with the preparation of accounts and returns for HMRC and the Charity Commission.	
Administrative support	
<p>Key activities are to:</p> <ul style="list-style-type: none">a) provide administrative support for the Chair and the Branchb) assist the Chair with delivery of communications.c) attend RSPCA Sussex East and Hastings Branch meetings as required.d) Circulate reports to the trustees prior to meetings.	
<p>It is the nature of the work RSPCA Sussex East and Hastings Branch that tasks and responsibilities</p>	

are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

Other requirements

- a) Actively promote the principles of equal opportunities, celebrate diversity and challenge discriminatory practice
- b) Act in a manner that contributes to a positive and credible public profile of RSPCA Sussex East and Hastings Branch
- c) Participate in your own reviews
- d) Take part in training and personal development and participate in RSPCA Sussex East and Hastings Branch team meetings, staff development and reviews
- e) Must be legally entitled to work in the UK

Knowledge, skills and experience

Please refer to the attached person specification

Additional information

The content of the role as reflected in the job description may change from time to time.

Job holder's signature:

Date:

Line manager's signature:

Date: