

**FERNE ANIMAL SANCTUARY**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | FINANCE ASSISTANT |
| **REPORTS to:** | Finance Manager |
| **INTERFACES:** | CEO / Senior Management Team / Trustees |
| **Description** | A broad and varied finance role with a range of responsibilities, reporting into the Finance Manager. Responsible for all financial transaction processing, including purchase ledger, sales ledger, reconciliations. Will have a hands-on approach and enjoy working in a close-knit team, speaking to people at various levels in the business. Ability to work independently dealing and resolving queries. |

**Overview of Activities**

* Day to day running of both accounts payable and receivables
* Reconciliation of suppliers & debtors ledger
* Processing of petty cash for the sanctuary and retail outlets.
* Support processing of Gift Aid
* Maintenance of fixed asset register
* Monthly reporting to Finance Manager
* Cover for VAT

**Systems**

* Sage50
* Donation platforms
* Microsoft, including Excel
* CRM Systems

You will work 35 hours per week. You may be asked to work additional hours as necessary which will include unsocial hours outside the above times for which TOIL will normally be given, rather than payment.

The above outlines the duties required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

The post holder will contribute positively to a harmonious and collaborative working environment.

The Sanctuary reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to its needs.

Job Descriptions only reflect 80% of a role and are not an exhaustive list of duties. You will be expected to carry out other activities that are within the scope of the role.

|  |
| --- |
| **Agreed** that the job description is a fair and accurate statement of the requirements of the role:  Job Holder………………………………………………………………………………….. Date……………………………………  Line Manager ………………………………………………………………………………….. Date……………………………… |

**PERSON SPECIFICATION ACCOUNTS PAYABLE**

Criteria which will be used in shortlisting and selecting candidates

| **QUALIFICATION/**  **EXPERIENCE/ QUALITY** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Education / Experience** | Good standard of general education including a minimum of 5 GCSEs grade A - C including Math and English  A minimum of 2 years recent experience within Accounts Payable  Cash Handling | AAT Level 3  Experience of CRM systems |
| **Abilities** | Excellent IT skills  Good attention to detail & high level of accuracy  Excellent communication skills including both verbal and written  The ability to work effectively as part of a team & independently  Able to work under pressure, with good time management skills and a proven ability to organise & prioritise workload  Strong customer service and relationship building skills |  |
| **Other** | Drive to improve processes to finding efficient ways of working.  A proactive and organised approach to work  Interest in, and commitment to, the aims and objectives of FAS  Flexible approach  Full valid UK driving licence/ ability to travel  Friendly, calm and professional manner |  |