

## JOB DESCRIPTION

Job Title:	Finance Manager
Department:	Finance
Reports to:	Head of Finance
Responsible for:	Finance Administrator
Grade/Role:	4

Every cat and dog should enjoy a healthy life and happy home. Through advice and support in our community, to rescue, rehabilitation and rehoming at our centre, we positively transform lives.

Our team are committed to delivering first-class customer care to all visitors and supporters (throughout daily activities) of Bath Cats & Dogs Home to successfully continue to rehome animals and to have the long-term support of the communities we operate within.

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### 1. Purpose of the job

To support the Head of Finance with all aspects of financial and management accounting for the charity and its subsidiary trading company. Day-to-day operation of the finance department, including the maintenance of the accounting records and the efficient and timely provision of financial information for the Charity Trustees, Directors, Auditors and Senior Leadership team as required.

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

Daily/Weekly/Monthly as required by each task:

- Monthly bank reconciliations for all Sage/external bank accounts for the charity and its trading subsidiary, ensuring they agree to the nominal ledger, identifying and resolving any discrepancies as they arise.
- Identify all income streams and bank receipts for the charity and its trading subsidiary and liaise with the Finance Administrator to ensure all bank postings are made to Sage and all nominal postings are made.

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RSPCA Bath & District Branch (charity number 205594)

- Maintain prepayments register for both entities, posting relevant monthly journals.
- Sales Ledger – producing sales invoices, credit control and statements liaising with budget holders as required, processing sales ledger receipts.
- Month end processes – Sage month end; control account reconciliations; data checking of income/expenditure to ensure correct nominal code and cost centre allocation for monthly management accounts, including posting of correction journals as needed.
- Preparation of monthly cash reconciliation for Head of Finance to prepare reserves valuation.
- Keep restricted fund sheets updated, ensuring FR team allocating to correct nominals and ensuring Sage restricted funds bank accounts reconcile with restricted fund totals.
- Run monthly and ad-hoc Sage reports for all budget holders.
- Checking/oversight of purchase ledger invoices including ensuring all prepayments have been identified and are in the correct financial year, maintain annual fixed asset expenditure spreadsheet.
- Review bi-weekly payment runs prepared by Finance Administrator prior to authorisation by CEO and/or Head of Finance.
- Reconcile and process monthly e-commerce income from Ebay to Sage for the trading subsidiary, reconciling with bankings.
- Reconcile monthly, electronic income accounts such as Just Giving, Facebook etc. on Sage with amounts received to bank account, to ensure there are no discrepancies at year end.
- Preparation and submission of quarterly gift aid reports to HMRC.
- Assist Head of Finance with preparation of monthly payroll spreadsheet to go to external payroll bureau; posting of monthly payroll journals; raising monthly payments to HMRC and pensions provider and act as primary contact for external payroll bureau.
- Preparation of monthly management accounts for the Charity Trustees and Directors of the trading subsidiary for review by Head of Finance. Assist Head of Finance with development and preparation of monthly finance reports for all teams and cost centres as required.
- Reconcile and post quarterly movements on the investment portfolio.

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- To act as primary contact for audit fieldwork and to assist auditors as required in relation to their income and expenditure testing, finance process notes and any other information they may need to complete the statutory annual audit.
- To assist, as required, the Head of Finance in preparing all year-end information and account reconciliations in a timely manner.
- Deal with queries in an appropriate and timely manner, encompassing a diverse variety of people and teams.
- To provide cover for the Finance Administrator during periods of absence or as appropriate

### 3. Knowledge, skills, and experience

a) Education Qualifications:

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

b) Professional/Technical Qualifications/Skills:

AAT part/full qualification and/or IAB Bookkeeping qualifications. Consideration will also be given to candidates qualified by experience if this can be evidenced.

c) Competence/ Experience:

Essential:

Sound knowledge of Sage 50 accounting software package.

Extensive bookkeeping experience including purchase ledger, income ledger, journal posting, trial balances, account reconciliation.

Knowledge of Microsoft 365 package including strong Excel skills.

Experience of working within a team environment.

Ability to organize and prioritise workload effectively and work to deadlines.

Desirable:

Finance experience within the not-for-profit sector, including knowledge of the Charities SORP will be a definite advantage for this position, but consideration will also be given to suitably experienced candidates from public and/or corporate sectors.

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#### **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 Lead post is a full-time role, the post holder will assist the Head of Finance with all aspects of financial and management accounting for the group. They will be responsible for the day-to-day operation of the Finance Department, including the maintenance of the accounting records. They will work closely with the Senior Leadership Team in respect of the provision of financial reports and information, and with all other group teams to ensure group income and expenditure is accurately recorded, facilitating the production of management accounts and year-end financial statements in a timely manner.

The postholder will be expected to work with limited supervision and to weekly, monthly, and annual deadlines, also to assist in the development of new financial internal controls and record-keeping systems as appropriate in accordance with the annual statutory external audit.

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