



# SCOTTISH SPCA

## Scotland's Animal Welfare Charity

### Job Description

<b>Job Title:</b>	Finance Officer (Expenditure)
<b>Reports to:</b>	Head of Finance
<b>Location:</b>	Headquarters, Dunfermline
<b>Hours:</b>	9am - 5pm, 35 hours, Monday to Friday
<b>Contacts:</b>	Working collaboratively across the Society

### Overall Purpose of the Role:

As part of the Finance Team and managed by the Head of Finance, the Finance Officer is responsible for ensuring that all financial transactions in relation to Purchase Ledger are correctly processed and maintained within the finance system for the Society and Braehead Limited.

The Finance Officer is required to provide financial information and support to colleagues.

The Finance Officer is required to follow the finance procedures set by the Head of Finance in line with the Society policies.

The Finance Officer will work with the Head of Finance on continuous process improvements and implementations.

The Finance Officer is required to work co-operatively within the Finance Team undertaking necessary tasks to ensure deadlines are met as requested by the Head of Finance.

### Key Responsibilities:

To administer the Purchase Ledger, ensuring that all Invoices/Credit Notes received have been checked, approved and entered onto the Finance System in an accurate and timely manner.

Processing of staff and volunteer expenses in a timely manner. Ensuring signed off in line with policy and accurately input in the Finance System.

To support the procurement procedures ensuring that purchase orders have been raised accordingly and authorised by a designated budget holder.

Maintenance of purchase ledger accounts ensuring up to date and reconciled to supplier statements, ensuring that any discrepancies are investigated and resolved timeously.

Liaise with suppliers and budget holders if any queries arise sorting out issues between supplier's invoices, orders, receipts seeing through to resolution.

Run and check creditor payment runs in accordance with agreed procedures.

Maintenance of supplier details within the finance system and adding of new suppliers.

Preparation and completion of month end and year end reports.

Maintain close relationship with wider Society, working together to ensure expenditure are correctly recorded in the system.

To provide assistance with the administration of the Sales Ledger, ensuring that all income has been processed and keyed accurately, in a timely manner and in line with procedures.

Complete allocated Bank and Balance Sheet Reconciliations within the deadlines set ensuring any unreconciled items or issues are resolved in a timely manner.

To work co-operatively within the team undertaking necessary tasks to ensure deadlines are met as requested by the Head of Finance.

Provide support and advice to the wider colleague base on finance queries.

Plan, organise and manage own workload to ensure your contribution to the Society financial reporting process is achieved in a timely and accurate manner.

Undertake any other duties arising and pertaining to the post, as directed by the Head of Finance.

**External and internal engagement:**

External: suppliers, HMRC, debtors

Internal: Finance Team and wider colleague base

**Personal specification:**

	<b>Essential</b>	<b>Desirable</b>
Education & qualifications	<b>HNC in Accountancy or equivalent</b>	<b>HND in Accountancy or equivalent</b>  <b>Qualified or working towards AAT qualification</b>
Experience & job knowledge	<b>Experience of purchase ledger processing, including recording and payments.</b>	<b>Experience of processing income.</b>  <b>Experience of accurately</b>

	<b>Experience in preparing bank and balance sheet reconciliations.</b>	<b>monitoring and preparing prepayments.</b>
<b>Job related skills / competencies</b>	<p><b>Organisation skills to ensure monthly/quarterly/annual deadlines and deliverables are met with a high level of accuracy.</b></p> <p><b>Ability to relate to both financial and non-financial staff and stakeholders.</b></p> <p><b>Good analytical skills with power of analysis and problem solving.</b></p> <p><b>Creativity to develop uses of finance tools to improve efficiencies.</b></p> <p><b>Ability to react and be flexible to changing priorities.</b></p> <p><b>Enthusiasm for the task, a high degree of flexibility, and the ability to use one's own initiative.</b></p>	<b>Ability to assist with continuous improvement projects.</b>
<b>Personal attributes</b>	<b>Excellent interpersonal and communication skills.</b>	
<b>Additional relevant criteria</b>	•	