RSPCA. North West London and South Hertfordshire Branch CIO
Registered Charity No. 1209372

**Volunteer Finance Assistant**

Every year, RSPCA North West London & South Hertfordshire Branch rescues, rehabilitates and rehomes hundreds of unwanted, stray and abandoned animals. We also support local pet owners who are struggling to afford essential veterinary treatment, helping animals stay well and remain with the people who love them.

As a separately registered RSPCA branch, we are responsible for our own money and our own accounts. Accurate, up to date financial records help our trustees make good decisions about how every pound donated to us is spent.

We are looking for a Volunteer Finance Assistant to work alongside our Treasurer, keeping our bookkeeping in Sage accurate and up to date and helping to produce the figures the trustees rely on.

This is a practical, behind the scenes role for someone with real finance experience who would like to put it to good use for animals in their local area.

**What you will be doing**

Working alongside the Treasurer, you may help with:

- Coding purchase invoices to the correct nominal and departmental codes in Sage AutoEntry. Processing payments in Sage Bank Feeds.
- Processing monthly income so that donations, legacies, grants, adoption fees, veterinary contributions and shop income are recorded in the right place
- Carrying out month end routines in Sage, such as posting journals, accruals and prepayments, and closing the period
- Preparing the information the Treasurer needs for the management accounts, for example the trial balance, nominal activity and income and expenditure reports
- Helping to keep financial records tidy and ready for the Branch year end and independent examination

**What we are looking for**

- You should be able to come into our office in Pinner, at least initially
- Solid, hands-on experience of bookkeeping or accounts work built up over several years
- Confident practical experience of Sage or similar accounts software, including data entry and month end tasks
- A good working understanding of purchase and sales ledgers, nominal coding and reconciliations
- Accuracy and a careful eye for detail
- Someone comfortable handling confidential information and working within our financial controls
- An accounting qualification, or part qualification, would be welcome, although practical experience matters most to us
- An interest in animal welfare and the work of the RSPCA

- Volunteers in this role need to be aged 18 or over

Previous charity accounting experience is useful but not essential. We are happy to explain how charity reporting works.

**Time commitment**

This is a flexible role. As a guide, we expect it would take a few hours per week, with a little more in the days after each month end. The pattern can be agreed with the Treasurer to suit you, and the role can be shared between two volunteers if that works better.

Some of the work can be done remotely after an initial period of coming into our offices to learn the ropes!

**Support and guidance**

We want our volunteers to feel happy, confident and valued in their roles. You would have the Treasurer and CEO as your main points of contact, along with an induction, and the information, policies and processes you need to get the most out of your volunteering.

The wellbeing of our people is important to us. We are committed to safeguarding children, adults at risk and everyone we encounter through our work.

**What you will gain**

- The knowledge that accurate accounts help us rescue, treat, rehabilitate and rehome more animals
- Experience of charity finance, including charity reporting
- The chance to keep your finance and Sage skills current, which many people find useful for their CV
- A friendly, committed local team and the chance to meet new people
- Reimbursement of reasonable out of pocket expenses, such as travel, on production of receipts

If you have a finance background and would like to use it to help local animals, we would love to hear from you. For more information and to apply, please contact our CEO at debbie@rspca-nwlondon.org.uk

*Our voluntary roles are subject to an informal interview and trial period. We will ask you to provide contact details for two referees and, depending on the role, you may be asked to sign a volunteer agreement and undertake specific training before starting. This role description sets out what we hope a volunteer will do. It is not a contract of employment and does not create one.*