



FINANCE AND OFFICE ADMINISTRATION ASSISTANT

Salary: £7.50 per hour

Hours: 21 Hours per week

RSPCA Llys Nini Cardiff to Swansea is an independently registered charity (registered charity number 224337) affiliated to, but not funded, by the RSPCA.

RSPCA Llys Nini provides animal welfare throughout Swansea, Neath Port Talbot, Bridgend and parts of Rhondda CynonTaff and Cardiff council areas. Llys Nini helps over 2,000 animals each year.

Llys Nini's main aim is to rescue, rehabilitate and re-home abused and unwanted animals.

As the charity continues to grow, we are looking for an enthusiastic Finance and administrative Assistant to join our team and help us achieve our exciting and ambitious goals.

Reporting to the Finance Manager, you will provide support in maintaining the financial records, processing payments and in providing some administrative cover for the executive team. You will be part of a small friendly team who are all committed to improving the lives of animals.

We are ideally looking for someone who is reliable, conscientious and who is committed to providing timely and accurate information. They must have good overall IT skills preferably with knowledge of SAGE accounts. They will be organised and structured in their approach to work and will be able to work unsupervised and with their own initiative.

The role is currently part time 21 hours per week.

CV's to be sent to admin@rspca-llysnini.org.uk

Job description can be viewed on our web site: <http://www.rspca-llysnini.org.uk/jobs.php>

Closing date : 31 May 2017



FINANCE AND OFFICE ADMINISTRATION ASSISTANT

JOB DESCRIPTION

Title: Finance and Office Administration Assistant

Salary: £7.50 per hour

Hours: 21 Hours per week

Reporting to: Finance Manager

Overview:

To support the Finance Manager in maintaining the financial records and processing payments and to provide general support to the Executive Team.

Duties and Responsibilities:

1. FINANCE

- To process the weekly shop returns, Inputting data into the SAGE accounts from the source documents with speed and accuracy;
- Assisting the Finance Manager with the purchase ledger data entry and matching statements and purchase orders with the invoices;
- Prepare monthly payment runs;
- Prepare the sales invoices;
- Post invoices, petty cash, and all income to SAGE accounts.

2. GENERAL

- To assist with data entry and marketing administration
- Ad hoc administrative tasks as requested by the Executive Team.

Experience/Skills	Desirable	Essential
Strong organisation skills and attention to detail		Yes
The ability to work unsupervised and adhere to deadlines		Yes
Good overall IT Skills , especially Word and Excel		Yes
Good communication and interpersonal skills		Yes
Experience of administration and social media/website administration		Yes
The ability to be flexible and work as part of a team		Yes
The ability to prioritise workloads		Yes
Experience of SAGE accounts	Yes	
Good keyboard skills		Yes
Ability to work in a busy office that demands high levels of concentration		Yes

The successful candidate will be a reliable, conscientious and committed person to providing timely and accurate information. They will be organised and structured in their approach to work and will be able to work unsupervised and with their own initiative. They will be of an analytical mind and strong attention to detail. They will be discreet and honest and understanding the confidential nature of some information they will be working with.