



## **JOB DESCRIPTION**

### **Finance Officer**

**Location:** USPCA Head Office, Newry (Hybrid working available)

**Reports to:** Finance Manager

**Remuneration Package:** £29,000–£36,000 pro rata (DOE), People's Pension Contribution.

**Contract:** Permanent, Part-Time 20 hrs/week

### **About the USPCA**

The Ulster Society for the Prevention of Cruelty to Animals (USPCA) is Northern Ireland's leading animal welfare charity. For over 180 years, we have worked to protect animals, prevent cruelty, relieve suffering, and promote kindness across our communities.

We deliver vital services from rescuing and rehabilitating animals to tackling wildlife crime and educating the public. By joining our team, you will help strengthen the organisation's future sustainability and public engagement, ensuring our mission continues to thrive for generations to come.

### **Role Purpose**

The Finance Officer will play a critical role in safeguarding the financial integrity, transparency and sustainability of the USPCA. Reporting to the Finance Manager, the postholder will support the delivery of an efficient, compliant and mission-focused finance function that underpins all areas of the organisation's work - including animal rescue, veterinary services, inspectorate operations, fundraising, retail activities and public engagement.

The role ensures that charitable funds - including restricted donations, grants, legacy income and trading income - are accurately recorded, appropriately allocated and managed in line with regulatory requirements and best practice in charity accounting. The Finance Officer will contribute to timely and robust financial reporting to senior management and Trustees, supporting informed decision-making and effective stewardship of public funds.

As a key member of the finance team, the postholder will help maintain strong internal financial controls, support audit and regulatory compliance (including Charity Commission NI requirements), and promote a culture of accountability, transparency and continuous improvement.

This role requires a high degree of accuracy, integrity and professionalism, reflecting the USPCA's responsibility to donors, funders, members, beneficiaries and the wider public. Through sound financial management, the Finance Officer directly supports the organisation's ability to prevent cruelty, relieve suffering and promote animal welfare across Northern Ireland.

## **Key Responsibilities**

### **Financial Processing & Ledger Management**

- Maintain the purchase and sales ledgers, ensuring timely and accurate processing.
- Process supplier invoices, staff expenses, and payment runs.
- Issue sales invoices and manage credit control processes.
- Post journals and maintain nominal ledger integrity.
- Maintain fixed asset register.
- Ensure appropriate coding of income and expenditure, including restricted funds.

### **Reconciliations & Control Accounts**

- Perform monthly bank reconciliations.
- Reconcile control accounts (VAT, payroll, debtors, creditors).
- Investigate and resolve discrepancies in a timely manner.
- Maintain accurate audit trails and supporting documentation.

### **Management Accounts & Reporting**

- Assist in the preparation of monthly management accounts.
- Prepare income and expenditure reports for budget holders.
- Support quarterly and annual financial reporting to Trustees.
- Prepare funder financial returns and grant claims.

### **Year-End & Audit Support**

- Assist with preparation of year-end working papers.
- Liaise with external auditors and respond to queries.
- Support preparation of statutory accounts in line with Charity SORP.
- Ensure compliance with Companies House and Charity Commission NI reporting requirements.

### **Charity-Specific Financial Management**

- Monitor restricted, unrestricted, and designated funds.
- Support Gift Aid claims (where applicable).
- Ensure compliance with funder conditions and grant agreements.
- Maintain financial records to meet regulatory and governance standards.

### **Payroll & VAT**

- Assist with the preparation of VAT returns
- Assist with the preparation of P11D returns

### **Compliance**

- Assist with completion of ad hoc forms for NISRA.
- Assist with the completion of forms for the Equality Commission NI.

### **Systems & Continuous Improvement**

- Maintain QuickBooks accounting software
- Contribute to improvements in financial systems and processes.
- Support development of internal financial controls.
- Assist with digitalisation and automation initiatives.

### **Governance & Values**

- Uphold the values and mission of the organisation.
- Maintain confidentiality and integrity in handling financial data.
- Support transparency and accountability in financial reporting.

## **Person Specification**

### **Essential Requirements**

- AAT Level 4 qualified (or equivalent Accounting Technician qualification)  
**OR** part-qualified ACCA/CIMA/ACA.
- GCSE (or equivalent) Maths and English at Grade C/4 or above.
- Minimum 2 years' experience in a similar role in finance.
- Experience maintaining ledgers and performing reconciliations.
- Experience preparing monthly financial reports.
- Strong understanding of double-entry bookkeeping.
- Knowledge of financial controls and compliance principles.
- Proficient in Microsoft Excel (including formulas and basic data analysis).

### **Desirable**

- Professional body membership (AAT or similar).
- Experience in charity, voluntary or public sector finance.
- Experience working with restricted funding or grant reporting.
- Experience supporting audit processes.
- Knowledge of Charity SORP.
- Understanding of Charity Commission NI requirements.
- Knowledge of Gift Aid and grant compliance.

### **Other Requirements**

- Full UK driving licence with access to transport and willingness to travel.
- Commitment to continuous professional development and to the USPCA's mission and values.