



## FINANCE OFFICER

The Retired Greyhound Trust (RGT) is a national charity, established in 1976 and dedicated to finding loving homes for greyhounds when their racing days are over. We operate a network of 70 volunteer-led branches across Britain from which we find approximately 4,000 homes each year.

The Trust, which has an annual turnover of circa £3m, is seeking to appoint a permanent, full-time Finance Officer to join its small head office team in Worcester Park, Surrey.

Reporting to the Chief Executive, the successful candidate will be responsible for maintaining and preparing the accounts for the charity and its small trading subsidiary, Retired Greyhound Events Ltd. Responsibilities will include:

- Preparation of monthly Management Accounts, to include: income and expenditure; cash flow; creditors and debtors.
- Completion of annual accounts to balance sheets for audit and liaison with auditors.
- Purchase ledger (processing and payment of invoices).
- Nominal ledger (posting of income and expenditure, budget monitoring, bank reconciliations).
- Sales ledger (issuing of a limited number of invoices and credit control).
- Maintaining the Trust's Asset Register.
- Gift Aid, VAT returns and liaison with HMRC.
- Membership of the Trust's Finance Committee, that meets at least quarterly to review the Trust's budget and define its financial strategy.
- Involvement with some areas of the charity's fundraising programme, such as the annual raffle, major donors, greyhound sponsorship, legacies.
- Offering advice and support to branches and volunteers on financial matters.

The successful candidate will be:

- Experienced and highly proficient in the use of Sage 50 Financial, MS office and other related IT systems.
- A motivated and highly-organised self-starter, able to work without supervision.
- Able to work well in a small team.
- An effective communicator, genuinely committed to customer service.

He or she will have:

- At least five years' experience in a similar role.
- A strong work ethic and an eye for detail.
- A proactive and enthusiastic approach to securing best value and efficiency.
- Empathy with the objectives of the Retired Greyhound Trust.

Relevant accounting qualifications and experience of working within a charity environment would be desirable but not essential.

Salary: £25 – 28,000 depending on experience.

To apply please send a CV and covering letter to: Peter Laurie, Chief Executive, Retired Greyhound Trust, 2<sup>nd</sup> Floor, Park House, 1-4 Park Terrace, Worcester Park, Surrey KT4 7JZ or by email to [peter@retiredgreyhounds.co.uk](mailto:peter@retiredgreyhounds.co.uk)

Closing date: **Wednesday 29<sup>th</sup> February 2012**

For more information about the work of the RGT, please visit [www.retiredgreyhounds.co.uk](http://www.retiredgreyhounds.co.uk)

Retired Greyhound Trust is an equal opportunities employer.