

**JOB DESCRIPTION**

**Job Title:** Finance Officer (job share)

**Reports to**: Director of Finance

**Role Purpose:**

To process and control the finances of RDA and its two trading subsidiaries, including the monthly RDA payroll.

**Specific Responsibilities:**

1. Accounts:

Process and control the finances of RDA and its two trading subsidiaries by:

* Processing purchase invoices and payments
* Processing sales invoices and receipts, including banking of receipts
* Performing regular bank reconciliations
* Processing company credit card payments
* Maintaining the petty cash
* Posting relevant journals
* Assisting regional teams with their finances
* Assisting with the year end process and audit
* Assisting with the annual budget process

1. Payroll:

Prepare and run the monthly RDA payroll by:

* + Preparing the monthly payroll for review by the Director of Finance
  + Running the payroll, distributing payslips to staff and dealing with payroll queries
  + Performing all associated monthly and annual payroll tasks, particularly in relation to pensions and HMRC

1. Other (finance):
   * Prepare and submit the quarterly Gift Aid claim
   * Prepare and submit the quarterly VAT returns for RDA and its two trading subsidiaries
   * Assist with the annual Membership and Insurance process
2. Other (general):
   * Attend and assist at the annual RDA National Championships
   * Visit RDA groups / regions on an occasional basis
   * Undertake such other reasonable duties as the Chief Executive or Director of Finance shall, from time to time, determine.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Skills, Knowledge and Experience** | Good working knowledge and experience of accounts and payroll principles and packages  An organised and methodical approach to workload, including working to deadlines | Use of Sage accounting and payroll packages  Experience of charity accounts, including VAT  Experience of working in a small finance team |
| **Personal Attributes** | Honest, dependable, a person with integrity  High standards of accuracy and attention to detail  Able to work with job share partner, and as part of a small team |  |

**ADDITIONAL INFORMATION**

* £13.00 per hour plus benefits;
* 21 hours per week, flexible hours, permanent contract;
* Equivalent to £23,000 FTE
* Location: the role is office based at RDA National Office, Lowlands Equestrian Centre, Shrewley, CV35 7AX (approx. 5 miles to the west of Warwick);
* The tasks are to be split between two Finance Officers on a job share basis, reporting to the Director of Finance. The hours are flexible and may be worked over 3, 4 or 5 days;
* Full training and support will be provided.