



Deputy Chief Executive Office - Finance, Governance and Legal

Job Title:	Financial Accounting Manager
Reporting to:	Head of Finance
Responsible for:	Assistant Financial Accountants
Dogs Trust Grade:	D
Location:	London office with hybrid working

Job Purpose

To lead and manage the year-end accounts process and be responsible for all UK tax and statutory accounting compliance, as well as ensuring compliance is met across the group. This also includes accountability for the ongoing accuracy of the general ledger.

Overview of the Department/Team

Dogs Trust is the largest dog welfare charity in the UK with a nationwide network of rehoming centres, preventative programmes and a strong and expanding international footprint.

The Finance team provides professional business advice and support across the group, working in partnership with all departments to enable the delivery of Dogs Trust's financial strategy.

The department operates an effective function to meet the charity and group's everyday financial needs: it provides strategic direction and insight, prepares, and monitors financial plans/forecasts, manages treasury requirements, records all financial transactions, pays for services, and ensures compliance with global statutory requirements.

Key areas of accountability

Responsible for the external audit process, managing the relationship with the external auditors, and preparing accurate statutory year-end consolidated accounts and audit working papers of Dogs Trust and its UK subsidiaries.

Work with local accountants across the Dogs Trust Group (including Ireland and Bosnia) to ensure financial accounts, taxes and processes for the Dogs Trust entities in these countries meet statutory requirements and are correctly consolidated in group accounts as appropriate.

Responsible for UK tax compliance (all taxes including VAT, PAYE/NI, corporation tax, business rates). This will include review/preparation of returns including preparation of quarterly VAT returns, assessment of correct tax treatment for new activities, and regular review of appropriateness of current arrangements in the light of updates to tax legislation and guidance.

Accountable for the ongoing accuracy of the general ledger for UK entities, reviewing monthly transactions and control accounts and ensuring any errors or misclassifications are corrected on a timely basis.

Manage, coach and develop the Assistant Financial Accountants to continue their development through 1-1s and performance management, in line with Dogs Trust policies and procedures.
Perform ongoing review of internal financial systems, processes and controls in conjunction with the wider Finance team, identify weaknesses and propose recommendations for improvements.
Manage or assist with other financial projects/assignments as required.
Deputise for the Head of Finance as necessary and appropriate.
Any other reasonable duties.

Person Specification
<i>Essential skills, qualifications, experience, and attributes for Shortlisting purposes</i>
Fully qualified accountant (preferably ACCA or ACA).
Demonstrable experience of successfully managing the year end process for a large/complex group.
Experience of complex VAT environments and up to date knowledge of UK tax legislation and best practice.
Experience of maintaining an accounting system, making/reviewing postings, and reconciling records to supporting information sources.
Experience of line management and desire to help direct reports to progress.
Ability to work without supervision and manage a project within given deadlines.
Lead by example; working flexibly and able to juggle multiple deadlines under pressure with a customer-service focus.
Excellent communication skills, particularly the ability to explain and contextualise financial matters to senior non-finance colleagues.
Excellent Excel skills, keen and quick to learn new software applications and an affinity with the logical structure of databases.
<i>Other essential requirements assessed at interview and/or through a practical assessment</i>
Able to build and nurture positive working relationships with senior colleagues and external stakeholders.
Self-motivated and proactive.
Positive attitude and committed team player.
Commitment to the aims and objectives of Dogs Trust.
<i>Desirable skills, qualifications, experience, and attributes</i>
Experience of development and implementation of improvements to financial systems.

Our values and behaviours
The culture at Dogs Trust is based on our values and behaviours which underpin everything that we do.
We dream big
Thinking boldly – We channel our passion and commitment to be open to new ideas and possibilities, and to be brave enough to generate and try out new ways of working.
Embracing change – We have the courage, imagination and flexibility to focus on what really matters and adapt as needed to turn our dreams into reality.
We're on the ball
Staying curious – We pay attention to what's going on around us and remain open-minded. We learn from others and consider different angles and perspectives.
Focusing on impact – We are passionate about the difference we make. We use our knowledge and experience to plan our work, solve problems effectively and achieve what we set out to do.
We make things happen
Being proactive – We have a positive, can-do attitude. We actively build strong relationships with others to solve problems and create opportunities.

Working together – We are collaborative and inclusive. We create relationships based on kindness, trust and respect to bring out the best in ourselves and others.

Additional information

Roles based at our London office operate a smarter working model, which includes working from the London office and from home, depending on the task.

Last revised: May 2026

