Deputy Chief Executive Office – Finance, Governance and Legal

Job Title:	Accounts Receivable
Reporting to:	Deputy Accounts Manager
Dogs Trust Grade:	G
Location:	London office with hybrid working

Job Purpose
To ensure banking is processed correctly, and to support other departments with banking and receipts.

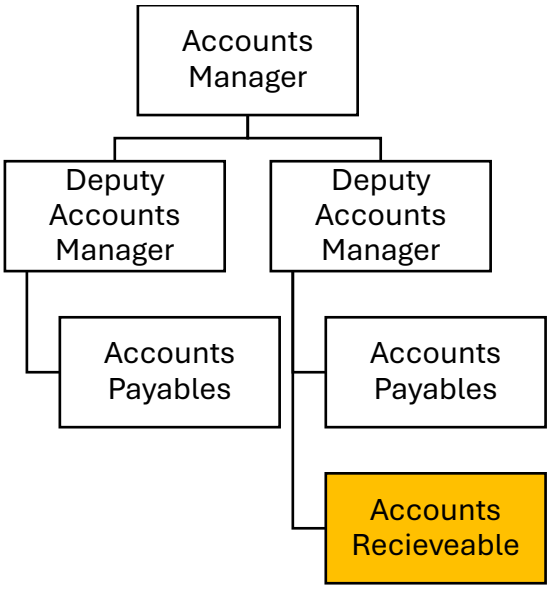
Overview of the Department/Team
Dogs Trust is the largest dog welfare charity in the UK with a nationwide network of rehoming centres and preventative programmes and has a strong and expanding international footprint. The Finance team provides professional business advice and support across the group, 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
Process twice weekly banking for collection.
Ensure cash/cheque collections from the London Office, Rehoming centres and Charity shop locations are carried out correctly.
Review and file weekly rehoming centre banking returns.
Assist with processing donor invoices.
Any other reasonable duties.

Person Specification
Essential skills, qualifications, experience, and attributes for shortlisting purposes
Experience of working within a Finance department or in a related accounting field.
Ability to work accurately with attention to detail, minimising errors.
Ability to carry out repeat tasks efficiently.
Strong IT skills, particularly Excel, as well as the ability to learn new systems quickly.
Other essential requirements assessed at interview and/or through a practical assessment
Commitment to the aims and objectives of Dogs Trust.

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: November 2026



disability confident EMPLOYER