



Chief Operating Office - Finance

Job Title:	Finance Business Partner
Reporting to:	Finance Business Partner Manager
Dogs Trust Grade:	E
Location:	London office

Job Purpose:

The overall purpose is to produce accurate and timely budgets, forecasts, and monthly management accounts for areas of responsibility, and to provide a high-quality financial support service to budget holders in a partnering capacity within the charity and group. To liaise with external auditors as necessary and prepare schedules for year-end audit.

Overview of the Department/Team

Dogs Trust is the largest dog welfare charity in the UK with a nationwide network of rehoming centres and charity shops. Last year, Dogs Trust centres cared for over 9,000 dogs; we never put a healthy dog down.

Under the leadership of the Finance Director, the Finance and IT teams provide professional business advice and central support to Dogs Trust. These traditionally 'back-office' teams work closely with the rest of Dogs Trust to enable them to work more efficiently and effectively to deliver our mission. Current turnover is in excess of £110m and is still growing and staffing levels are approaching 1500. The Finance team is responsible for the financial probity of the Dogs Trust in the UK and for our overseas operations, and to support the charity to achieve its strategic aims through the successful delivery of accurate and timely financial and management accounting, treasury accounting, internal audit, and managing the charity's exposure to related risk.

Key areas of accountability

Prepare accurate and timely annual budget and forecasts in partnership with relevant budget holders.

Prepare accurate and timely monthly management accounts for own areas of responsibility and support budget holders to understand and interpret this financial information.

Provide a partnering function to provide analysis and deliver insight that links financial reports to business strategies and helps informed decision making.

Liaise with budget holders to develop business cases and other financial summaries/information as required.

Prepare KPIs in partnership with relevant budget holders and recommend action to address variances.

Perform monthly Balance Sheet codes reconciliations for named areas of responsibility.

Identify and recommend potential improvements to financial information or processes and implement agreed changes.

Assist with the preparation of the Statutory Accounts and supporting schedules.

Document procedures and systems for own areas of work.

Deputise for others in the Business Partnering team as required.
 Undertake other tasks as required by the line manager.

Person Specification

Essential skills, qualifications, experience, and attributes

Considerable accounting experience in a Finance Business Partnering position
 Experience of producing management accounts, budgets and forecasts
 Previous experience of working in a business partnering capacity
 Good written and verbal communication skills, and the ability to convey complex financial information clearly and unambiguously to non-financial staff
 Positive attitude, pro-active, and committed team player
 The ability to work accurately and thoroughly, paying attention to detail and working to set deadlines
 Able to work flexibly and juggle competing demands to meet deadlines
 Working knowledge of Excel to Intermediate/ Advanced level

Desirable skills, qualifications, experience, and attributes

Professional accounting qualification (ACA, CIMA, ACCA)
 Experience working in the charity sector
 Experience of Unit 4 ERPx accounting system

Additional information

Working hours are 9am to 5pm, this includes a degree of agile working which will require a minimum of 2 days a week based at the London office in Angel.

Last revised: July 2024



