

## JOB DESCRIPTION – FINANCE ADMIN ASSISTANT

<b>Team:</b>	Finance <b>Responsible to:</b> the Finance Manager <b>Other key working relationships:</b> Finance Team, supporters, National Office team
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<b>Summary:</b>	Provide support for the Finance Team with a range of administration and finance related tasks.	
<b>Role:</b>	<p><b>Database entry and reporting</b></p> <ul style="list-style-type: none"> <li>Regularly update the database and other systems, records and procedures to ensure accurate recording on all supporter contact and mailing data.</li> <li>Ensure all gifts and donations are acknowledged in a timely fashion, using the database system facilities</li> <li>Produce income reports from Salesforce including General Fund income analysis</li> </ul> <p><b>Donations and payment processing</b></p> <ul style="list-style-type: none"> <li>Perform the accounting for daily receipts via post and direct to bank.</li> <li>Process telephone and online card donations, Stewardship, other vouchers and CAF Charity Card donations.</li> <li>Manage daily banking procedures</li> <li>Undertake procedures for processing new or amended Bank Standing Order instructions and CAF Direct Debit Instructions.</li> <li>Perform daily account reconciliations for bank accounts and all other income related accounts.</li> <li>Process daily receipt of mail and its appropriate distribution within finance.</li> <li>Undertake accounting processes for Kitab invoices and payment receipts (via post, online and direct bank credit.)</li> <li>Processing Donations received from other national Offices</li> <li>Prepare and submit Gift Aid claims in a timely manner</li> </ul> <p><b>Supporter relations</b></p> <ul style="list-style-type: none"> <li>Manage all incoming enquiries from supporters or potential supporters</li> <li>Manage all legacy administration</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Attend and participate in Christian worship and prayer on a regular basis and lead/help lead prayers as requested.</li> <li>Accept any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve.</li> <li>Participate in the Continuous Staff Review process, agreeing and reviewing objectives with the Line Manager.</li> </ul>	