



Job Title: Finance & Admin Assistant

Reporting to: Office Manager

Department: Finance & Administration

Job Type: Fixed term 6 month contract in the first instance, with the possibility of becoming a permanent post in the future

Hours: 30 hours per week, preferably worked over 4 or 5 days

Salary: £20,400 per annum (pro rata) plus 7% employer's pension contributions

Location: ARUK's office in Southall, West London

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Purpose of Job:

A Rocha UK's mission is to mobilise Christians and Churches in the UK to care for the environment. We seek to become the 'home' for all who want to work on this issue in collaboration with others as a natural outworking of their Christian faith.

The purpose of the Finance & Admin Assistant role is to assist with the day-to-day activities of the Finance & Administration team to ensure the smooth running of the charity's financial processes, the provision of accurate financial information, and to enable good donor management.

Key responsibilities:

- **Donations:**
 - Recording donations received by post and through online giving and bank transfers
 - Weekly banking of cheque and cash donations
 - Downloading donation reports from JustGiving, CAF and Stewardship
 - Processing CAF and Stewardship charity vouchers
 - Recording donations received on the CRM database
 - Recording Standing Orders and Gift Aid Declarations on the CRM database
 - Assisting with the monthly Gift Aid claim
 - Ensuring that financial data is entered correctly on the CRM database and assisting with data cleaning as required
 - Dealing with enquiries from donors received by post, email and telephone

- **Invoices:**
 - Raising sales invoices
 - Recording invoices raised in QuickBooks
- **Expenses:**
 - Assisting Finance Officer with processing of expenses claims from staff and volunteers.
- **Payments:**
 - Processing purchase invoices for weekly payment run
 - Setting up payments for authorisation using online banking
 - Recording payments in QuickBooks
- **Financial records:**
 - Assisting with maintaining Standing Order and Gift Aid Declaration records
 - Filing sales and purchase invoices, bank statements and reconciliations
- **Other accounts and admin tasks:**
 - Dealing with accounts enquiries received by post, email or telephone
 - Assisting the Chief Operations Officer and Finance Officer in printing financial reports for meetings as required
 - Provide cover for Reception and other general office tasks as required.
 - Assisting the Chief Operations Officer, Finance Officer and Office Manager with other Finance & Admin department tasks as required

Person specification:

Essential requirements

- At least two years' office experience in either Accounts or administration
- At least two years' experience of using Excel, Word and email in a work setting
- A quick learner
- Able to thrive in a busy office with multiple on-going tasks, with peaks of high pressure
- Adaptable to changing office needs, systems and structure
- A practicing Christian: A Rocha is a non-denominational Christian charity with a deep commitment to our faith, community and cross-cultural collaboration. This requires all staff to participate fully in the spiritual life of the organisation, including regular collective prayer and reflection, annual staff retreat etc.

Key competencies & skills

Essential:

- Excellent numerical skills and good attention to detail
- Good spoken and written communication skills
- IT proficiency in standard office packages (Word, Excel)
- Organised in work methods and logical in thinking work through
- Able to work well with others
- Enjoy working in a diverse team environment with office based and remote staff and volunteers

Desirable:

- Experience of using Accounts software (preferably QuickBooks)
- Formal accountancy or book-keeping training or qualification (eg AAT)
- Experience of using a CRM or other database

How to apply:

Applicants should send a covering letter explaining why you are interested in this position and how you meet the job specification, together with a CV of no more than 2 pages, to the Office Manager, Jo Calcutt, at uk@arocha.org.

Closing date: 5pm on Friday 21 June

Interviews will be held on Tuesday 2 July