



JOB DESCRIPTION – FINANCE ADMIN ASSISTANT

Team:	Finance Responsible to: the Finance Manager Other key working relationships: Finance Team, supporters
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Summary:	Provide support for the Finance Team with a range of administration and finance related tasks.
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Role:	<p>FINANCE</p> <ul style="list-style-type: none"> • Regularly update the database and other systems, records and procedures to ensure accurate recording on all supporter contact and mailing data. • Ensure all gifts and donations are acknowledged in a timely fashion, using the database system facilities • Perform the accounting for daily receipts via post and direct to bank. Process telephone and online card donations, Stewardship, other vouchers and CAF Charity Card donations. • Manage daily banking procedures • Undertake procedures for processing new or amended Bank Standing Order instructions and CAF Direct Debit Instructions. • Perform daily account reconciliations for bank accounts and all other income related accounts. Manage all incoming enquiries from supporters or potential supporters. • Process daily receipt of mail and its appropriate distribution within finance. • Produce income reports from Salesforce including General Fund income analysis • Undertake accounting processes for Kitab invoices and payment receipts (via post, online and direct bank credit.) • Manage all legacy administration <p>OTHER</p> <ul style="list-style-type: none"> • Attend and participate in Christian worship and prayer on a regular basis and lead/help lead prayers as requested. • 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. • Participate in the Continuous Staff Review process, agreeing and reviewing objectives with the Line Manager.
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