

**Experienced Finance and Administration Officer/
Bookkeeper - 28 hours per week – flexible working
arrangements.(hybrid) Salary Scale £23,536 -
£25,592 (pro rata)**



At ICC, we know that every day our work saves lives and brings hope to children with disabilities in China. Every week we read and hear their stories of transformation and that inspires us in what we do!

As our finance and admin support you'll be the one who sees where the finance comes from and where it goes to do good.

An opportunity has arisen for the successful candidate to join a small team of passionate people. We are looking for a self-motivated individual who can commit to the Charitable Objects of this Christian Charity. **We are looking for an experienced, self-motivated Administrator to support our Finance Officer and the general office administration.** This role has direct responsibility for day-to-day financial administration whilst including general donor and office support

A core part of the role will be maintaining accurate and up to date financial management for reporting. Knowledge of financial systems like Xero or Sage, Direct Debit management and Gift Aid is essential. At least 2 years experience in a supporting finance role is also essential.

This is an exciting part-time contract role with a Newcastle city centre Charity caring for children and families with disabilities in China. International China Concern (ICC) has been established for over 30 years and the UK National Office is looking forward to our next phase of growth.

A Genuine Occupational Requirement (GOR) exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.

Main Areas of Financial Responsibility

- Monitor, process and record all donations to ICC
- Manage direct debit and regular payments
- Manage Gift Aid claims
- Maintain appropriate balances on the staff debit card and within petty cash
- Reconcile Xero to our customer relationship manager database
- Maintain accurate and detailed records of donations by various online platforms.
- Pay and manage Invoices and online banking
- Ensure all income is accurately recorded and reports reconciled to meet deadlines.
- Expense claim admin, ensure expense claims are authorised and receipts are attached and paid
- Actively encouraged to use initiative and suggest ways of improving processes and

reporting

- Pay foreign currency invoices
- Pay salaries and HMRC online banking
- Inform monthly payroll

Flexible working hours, 28 hours per week, home or office working. £23,536 - £25,592 depending on experience. Pro rata pa. (F/t 35 hrs pw)

Please outline in your covering letter, your experience, qualifications and how you would meet the requirements of the Genuine Occupational Requirement (GOR) for the post-holder to be a practicing Christian

Deadline for applications: 19th August.

www.chinaconcern.org Reg Charity No 1164736