



JOB DESCRIPTION

Post Title: Finance Administrator - Receivables Team

Responsible to: Head of Finance

Responsible for: The handling of the incoming and outgoing post, recording of funds received and other fundraising offices duties that support our fundraising plans and activities. The post holder will also be responsible for fielding fundraising enquiries from the public.

Location Treetops Hospice, Derby Road, Risley DE72 3SS

Overall purpose of role:

To ensure the smooth running of the fundraising office that enables the fundraiser to achieve their targets.

Main tasks of role:

1: Fundraising duties

- a) Opening the incoming post and distributing accordingly.
- b) Ensuring the outgoing post is ready for collection.
- c) Counting income according to policy & procedures.
- d) Sending thank you letters & certificates within the agreed timeframe.
- e) Competently and safely handling and recording cash, ensuring that financial information is produced accurately and within given time limits, and ensuring that financial procedures are accurately followed.
- f) Ensure that the correct information is inputted into the database within agreed timeframes.
- g) Assist fundraisers with event preparation.
- h) Taking fundraising telephone enquiries and for other departments when appropriate.
- i) To keep supporter records on the database up to date with non-financial information
- j) To attend departmental and staff meetings as requested.

3. Other duties

- a) Contribute to the effective and smooth running of the finance department.
- b) To work co-operatively with all members of the organisation both paid and volunteer.
- c) To participate in annual Individual Performance Reviews.
- d) To implement and abide by all Treetops Hospice Trust policies and procedures.
- e) To behave in such a way as to inspire confidence in actual and potential donors to the charity.
- f) Be willing to work unsocial hours when required.

It is recognised that the job description for this post will develop as the post develops. Annual review of the job description will form part of the annual Individual Performance Review.

Person Specification

Essential

- 1. To have at least two years administrative experience.
- 2. To demonstrate competent typing skills
- 3. To demonstrate a good level of numerical skills
- 4. To be proficient in Microsoft Office Word, Excel and Outlook.
- 5. To demonstrate an outgoing and friendly personality
- 6. Good communication skills
- 7. Be willing to work flexible hours as required

Desirable

- 1. To hold a current UK driving licence.