

Confidentiality Classification		
C1	<input type="checkbox"/>	Non Confidential
C2	<input type="checkbox"/>	Restricted Confidential
C3	<input checked="" type="checkbox"/>	Restricted External



JOB DESCRIPTION

Job Title: Accounts Administration Assistant

Responsible to: Head of Finance

Accountable to: Finance Department

Overall Aims of the Post:

The main purpose of the role is the processing of financial information using Donorflex and Microsoft Office software.

Areas of Responsibility:

- To enter the daily donation batches onto the relationship database Donorflex, updating all aspects of the donor profile.
- To process regular and monthly donations using Donorflex
- To check all data held on Donorflex is correct and accurate
- Produce mail merged 'thank you' letters using Donorflex and Microsoft Word software
- General filing of Donations, Gift Aid and general paperwork
- Daily preparation and reconciliation of donation batches and the banking of cheques/cash using Microsoft Excel Spreadsheets
- Preparation of weekly bankings and spreadsheet for the Travel Club receipts and entry onto Sage Accounts
- Monthly preparation and transmission via Telepay of Volunteer travel claims
- Preparation and submission of reclaims of Training Course costs from Help the Hospices
- To undertake any other activities reasonably required.

General:

To be aware of and promote and adhere to the Hospice in the Weald's Health and Safety Policy and any other Policies and Procedures that are appropriate to the role.

Hospice in the Weald is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the Hospice is funded and being expected to attend in a voluntary capacity at least two functions a year. We have many unpaid staff working with Hospice in the Weald on a voluntary basis. Their contribution is vital to the Hospice and you will be expected to participate in developing good working relationships with them.

THIS JOB DESCRIPTION IS INTENDED AS A GUIDE ONLY AND IS NOT AN EXHAUSTIVE LIST OF DUTIES. IT IS SUBJECT TO PERIODIC REVIEW IN CONJUNCTION WITH THE POSTHOLDER.

Accounts Administration Assistant Job Description
Created JL 27/07/10



**ACCOUNTS ADMINISTRATION ASSISTANT
Person specification**

Essential	Desirable	Assessed By
Good educational background		Application
Strong numerical skills		Application
Computer skills (word processing, spreadsheets, database)		Application
	In depth knowledge of Excel spreadsheets	Application
	Knowledge of Sage Accounts and Payroll packages	Application
	Customer service experience	Application/interview
Ability to work as part of a team		Application/interview
Accuracy		Application/Interview
Ability to remain calm and collected under pressure		Interview
An eye for detail		Application/interview
Discretion and the ability to handle confidential information		Interview
Positive and hardworking with ability to meet deadlines		Interview
	Strong motivation to work for Hospice in the Weald	Application/Interview