

**JOB DESCRIPTION – FINANCE SUPPORT ASSISTANT**

<b>Team:</b>	Finance <b>Responsible to:</b> the Finance Manager <b>Other key working relationships:</b> Finance Team,
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<b>Summary:</b>	Provide support for the Finance Team with a range of finance related tasks.
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<b>Role:</b>	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• Assist with incoming enquiries from supporters or potential supporters.</li> <li>• Assist in maintaining and operating the database and other systems, records and procedures to ensure accurate recording on all supporter contact and mailing data.</li> <li>• Process all donations received from different sources both online and postal receipts</li> <li>• Ensure all gifts and donations are acknowledged in a timely fashion, using the database system facilities</li> <li>• Assist with the processes for daily receipt of mail, logging and its appropriate distribution within finance.</li> <li>• Undertake procedures for processing new or amended Bank Standing Order instructions and CAF Direct Debit Instructions.</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Attend and participate in Christian worship and prayer on a regular basis and lead/help lead prayers as requested.</li> <li>• 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.</li> <li>• Participate in a regular staff performance review process, agreeing and reviewing objectives in conjunction with the Team Leader.</li> </ul>
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