

**Job Description**

**FINANCE ASSISTANT**

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| **Team:** | **Finance Team****Line managed by:** the Finance Manager |

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| **Summary of Job:** | Ensure the efficient and effective processing of daily finance processes. |

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| **Role:** | **Core Finance related tasks:*** + Perform the accounting for Stewardship remittances, over telephone card donations, online donations and other payments, including those from other National Offices.
	+ Assist in the daily banking procedures.
	+ Undertake procedures for processing new or amended Bank Standing Order instructions and CAF Direct Debit Instructions.
	+ Undertake procedures to reclaim Stewardship Vouchers
	+ Undertake accounting processes for Kitab Invoices and payment receipts (via post, online and direct bank credit).
	+ Manage use of Office Credit Card for online payments.
	+ Perform daily account reconciliations for bank accounts, Secure Trading, PayPal, and Stewardship accounts.
	+ Process and account for all supplier invoices and payments, including quarterly project transmissions. Ensure all purchase invoices and other payment requests have been properly authorised by the appropriate budget holders and are supported by documents.
* Prepare and submit the organisation’s Gift Aid claims in a timely manner
* Assist with year-end accounts preparation, including accruals and reconciliation of accounts.

**Additional Finance tasks**:* Provide absence cover for other members of the finance team in processing donations ,daily banking ,processing payroll and all related procedures (employee expenses , pension, tax, NI and insurance) and Partner finance reporting and budgeting processes.

**Office and Supporter database related tasks**:* + Assist with incoming enquiries from supporters and potential supporters.
	+ Assist in maintaining and operating 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

**OTHER*** Attend and participate in Christian worship and prayer on a regular basis and may be asked to lead/help lead prayers.
* Represent Interserve to external supporters and contacts via telephone and email.
* 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 a staff performance review process, agreeing and reviewing objectives in conjunction with the Team Leader
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