**CHILDREN OF THE DUMP**

Registered charity no. 272328

**JOB DESCRIPTION**

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| **JOB TITLE:** | Finance and Administration Assistant |
| **DEPARTMENT:** | UK Office |
| **RESPONSIBLE TO:** | UK Manager |
| **HOURS:** | 5 hrs per week administration + 10 hrs finance per month end = 30 hrs |
| **SALARY:** | £4,380.00 per annum |

**JOB PURPOSE:**

1. To provide effective administrative support to all office operations.
2. To process invoices and donations.
3. To assist with fundraising including administration of donations from the public and supporting events.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Office Management**

1. Support the UK manager with all administrative tasks as necessary.
2. Ensure that electronic queries are dealt with in a respectful and professional manner.
3. Maintain database and electronic systems.
4. Collect weekly, post and documents from High Cross Church, Camberley
5. Manage the flow of documents between supporters in the UK and ASCF in Manila.

**Financial Administration**

1. Process all donations/grants assigning financial codes.
2. Pay donations into bank account weekly.

**Fundraising Administration**

1. Provide high quality care to “supporters”.
2. Handle administration in support of fundraising events.

**General**

Undertake any other reasonable tasks in support of the charity

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| Educated to GCSE grade C | Experience of working in the voluntary sector |
| Computer literate – experienced user of Microsoft Office | Experience with MS Access database & OneDrive |
| Administration experience | Financial literacy |
| Good communication skills |  |
| Ability to prioritise work and adapt to changing deadlines |  |
| Attention to detail |  |
| Support the objectives of Children of the Dump |  |
| Experience in a finance or similar role |  |
| Excellent internal and external communication skills |  |
| To work from home. |  |