

WMA-WCI GIFT AID & FINANCE OFFICER

RESPONSIBLE TO: SENIOR FINANCE OFFICER

The main purpose of the job is to:

1. **Ensure Gift Aid claims are processed and submitted in a timely manner and are compliant with HMRC rules.**
2. **Contribute to WMA-WCI effective and efficient financial management.**

MAIN RESPONSIBILITIES:

A). Gift Aid Functions:

- Contributes to the regular processing of Gift Aid claims to make sure claims are submitted to HMRC regularly and accurately
- Ensures Gift Aid declarations and sponsorship forms are checked correctly
- Handles data entry of donations of members into Gift Aid Software, Raiser's Edge
- Creates new donor accounts for new qualified members and updating the existing ones.
- Carries out quality control checks on the work of other members of the team.
- Carries out quality control checks on gift aids claims reports
- Sorts out gift aid cards into relevant periods in storages for ease of access when they are to be processed.
- Attends to donor's complaints and queries as at when required.
- Ensures safe-keeping of donors' personal details in line with data protection regulation.
- Establishes and maintain good professional working practices

B). Finance Functions:

1. Processes and manages financial transactions as may be required
2. Maintain records for all transactions and registers as may be required
3. Enters other data into information systems and ensure financial information is completed in accordance with financial timetables
4. Responds to enquiries and carries out investigation as may be required
5. Provides reports on financial transactions from time to time
6. Keeps custody and account for all important documents including numbered forms and WMA-WCI Bank cheques
7. Assists with counting process on service days (on-rota basis).
8. Assists with declined cards management.
9. Carries out banking assignment with Finance Officer (Income) on rota basis.

10. Reports to Senior Finance Officer on weekly basis operational & financial activities.

C). Others:

1. Be familiar with and adhere to all relevant WMA-WCI policies and procedures at all times

2. Any other duty that may be assigned to you from time to time

Person Specification

Criteria	Standard	Essential/Desirable	Measurement
Work Experience	At least 1 year experience of Accounting/Finance/ Data Entry	Essential	Application Form & Interview
	Experience using Raisers Edge System	Desirable	Application Form & Interview
	Ability to work independently on own initiative and also to contribute as part of a team	Essential	Application Form & Interview
	Ability to work under pressure, prioritise workload to manage competing tasks and meet strict deadlines	Essential	Application Form & Interview
	Ability to communicate effectively in person, in writing and over the telephone	Essential	Application Form & Interview
	Ability to work responsibly in dealing with confidential/sensitive information	Essential	Application Form & Interview
Knowledge	A relevant First Degree/HND equivalent qualification	Essential	Application Form
	At least BCC level of WOFBI	Essential	Application Form
	Excellent knowledge of Microsoft Excel and Word	Essential	Application Form, Interview & Test
Skills	Ability to use office computer systems including e-mail spreadsheets and databases	Essential	Application Form & Test
	Good numerical skills with an above average level of accuracy, consistency and attention to detail	Essential	Application Form & Test
	Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential	Application Form & Interview
	Strong organisational/Time Management skills/ Ability to prioritise and organise own workload / able to work to deadlines	Essential	Interview
	Excellent interpersonal skills	Essential	Interview
	Good numeracy skills, accuracy skills and attention to details	Essential	Interview

Attitudes	A self-motivated and purpose driven individual with a positive 'can do' approach to work	Essential	Interview
	Positive approach to customer care and service delivery	Essential	Interview
	Willingness to learn and be proactive in all areas	Essential	Interview
	Willingness and ability to be flexible	Essential	Interview
	Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil"	Essential	Application Form & Interview