

**Job Description**

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| **Post** | **Finance Administrator**  |
| **Reports to** | Director of Finance & Administration |
| **Purpose of the post** | Working primarily within the Finance Team, you will provide administrative support to help maintain both the financial and donor records of The Scottish Bible Society (‘SBS’), whilst contributing to the day-to-day operations and wider organisation goals.  |
| **Person specification** | Organised and passionate about your work, you will have good IT skills, be precise and be able to use your initiative. You will be someone who enjoys playing an active and supportive role within a team environment. Although there is no Faith requirement associated with this role, you will respect the Christian ethos and values of SBS. |

**Summary of the essential duties and responsibilities of the post**

* Support the Financial Controller with the opening of all incoming mail, ensuring that all mail is opened and is ready to be processed, including the batching of donations for processing by the SBS Donor Care team.
* Assist in the reconciliation of income received via a variety of online platforms.
* Support the Financial Controller; maintaining Gift Aid records, Direct Debit and Pledge paperwork.
* Circulate supplier invoices, credit card statements etc. to staff and ensure their return with all back-up information, receipts and approvals.
* Support the Database Manager with the accurate recording of donations on the CRM database.
* Assist in supporter communications, thanking them for their donations and handling some donation related enquiries.
* Some ongoing database amending and updating of records.

**Knowledge, Skills and Experience**

* Basic numeracy skills and detail-oriented with a keen eye for accuracy.
* Competent at using Microsoft Office, and preferably have experience of using CRM databases, but not essential.
* Good communicator, comfortable working with staff at all levels.
* Ability to work to deadlines, both internal and external.

**General Activities**

* Play an active role in the team dynamic of Finance & Administration and Donor Care teams, assisting your line-manager with assigned tasks and being a general support to colleagues.
* Develop positive working relationships across all departments at SBS.
* Undertake any other reasonable duties as required by the Director of Finance & Administration.

**Working Conditions**

* Normal office hours Monday to Friday, 9am to 5pm based primarily in Edinburgh.
* Flexible working hours can be agreed with line-manager.

**The Scottish Bible Society Values**

At The Scottish Bible Society, we are:

* Mission focussed
* Bible-centred

These values are upheld by our staff team and encouraged with our volunteers.