



DRAFT JOB DESCRIPTION

Position: Senior Accounts Officer
Responsible to: Finance & Office Manager
Reporting to this position: Accounts Officer
Primary working relationships: Directors, Staff, External Third Parties

JOB PURPOSE

The Senior Accounts Officer is responsible for managing work flow & personnel within the Finance Department. He/she will ensure the donors/suppliers data-bases are kept up-to-date. He/she will ensure efficient processing of financial transaction for donors / beneficiaries and any other income or expenditure. He/she has overall responsibility for administration of Missionaries' Children's Fund & the magazine subscriptions process i.e. issuing invoices & processing payments.

Key responsibilities:

- Team Leader – managing work flow & personnel within Finance Department.
- Donor / Suppliers database – ensure information is kept updated & amend as appropriate.
- Oversee & perform Financial processes including - Processing gift income & making payments to Beneficiaries/Suppliers
- Daily reconciliation of bank account.
- Completion Gift Aid Tax Reclamation returns
- Correspondence – dealing with enquiries of a “financial nature.”
- CRM – ensure information is kept updated & amend as appropriate.
- Administration of Missionaries' Children's Fund
- Liaison Officer for Mission Workers Savings Scheme
- Regular telephone/email contact with general public.

Other

- Take an active part in the charity's external events
- Support the charity's services, education and public affairs activities
- Participate in the overall day to day activities of the Echoes International Team across both offices.
- Get involved in the general admin of the office. Picking up tasks that need to get done which is just part of a busy office to ensure Echoes International reputation is not damaged.
- Work with others in the maintenance & updating of the Echoes International CRM / Document Storage system, ensuring adherence to data protection and good practice.

KEY COMPETENCIES

Computer literate - knowledge of Microsoft Office, Excel & Word

Personal Skills - Good organisational skills and a high degree of accuracy. Ability to assimilate information quickly & meet strict deadlines.

Relationships with others - Good interpersonal skills & ability to work in a team situation, adaptable & flexible.

Attitude - Willingness to learn, take responsibility & work on own initiative.

Others - Pleasant telephone manner. Familiarity with Exchequer/Iris Accounting package would be an advantage.