Echoes International **– Senior Assistant Accountant**

|  |
| --- |
| JOB DESCRIPTION |

**Position:** Senior Assistant Accountant

**Responsible to:** Finance & Office Manager

**Reporting to this position:** Accounts Officer

**Primary working relationships:** Directors, Staff, External Third Parties

**JOB PURPOSE**

The Senior Assistant Account is responsible for managing work flow & personnel within the Finance Department. He/she will ensure the financial aspects of CRM in relation to data are kept up-to-date. He/she will ensure efficient processing of financial transaction for donors / beneficiaries, suppliers 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.

The Senior Assistant Account will also deputise for the Finance and Office Manager in his absence.

The Senior Assistant Accountant will work closely with the Finance and Office Manager in all financial aspects of the charity to ensure the smooth running of the department.

**Key responsibilities:**

* Team Leader – managing work flow & personnel within Finance Department.
* User experience – Ensuring a good customer experience for anyone using Echoes International financially
* Donor / Suppliers/Subscribers/beneficiary database – ensure information is kept updated & amend as appropriate within CRM.
* 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.”
* Administration of Missionaries’ Children’s Fund
* Liaison Officer for Mission Workers Savings Scheme
* Regular telephone/email contact with general public.
* Deputise for the Finance and Office Manager

**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 in conjunction with the Finance and Office Manager to ensure all aspects of the Finance Depertment are ran well.
* 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 & our CRM package

**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 Accounting package would be an advantage.