

JOB DESCRIPTION

- Job Title:** Cash Office Administrator (part-time, 9 months fixed term)
- Reporting to:** Financial Controller
- Hours:** 18.75 hours per week – some flexibility may be required due to the nature of the role
- Principal function:** To process all supporter mail and monetary donations in accordance with UCB policies and procedures

Duties:

- Receive incoming mail, update spreadsheet, sort and open post (Logistics area)
- To read, sort and process accurately all incoming supporter post (Cash Office)
- To process all donations in accordance with UCB's Policies and Procedures
- To ensure that accurate documentation is completed for the banking of all monies
- Preparation of banking for collection; dealing with cash carrier
- To record and report daily post and banking figures for Finance and Supporter Care departments
- To assist the Finance Officer with archiving duties as required
- To assist with filing duties within the Finance Department
- To contribute as required to tasks in the Finance Department, or other areas as necessary
- Any other ad-hoc duties as requested

Personal Specification

- A good standard of literacy and numeracy required
- Ability to work quickly and accurately

- Ability to work well under pressure
- The commitment to participate in daily prayer time in order to promote team unity
- Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- To develop ways of introducing UCBs story in a manner that is relevant and engaging

February 2021