

Donations Administrator (Relief Chest)

- Full-time, Permanent Contract
- £20,000 - £22,000 depending upon experience + pension, medical and dental insurance
- 25 days holiday (plus 3 additional days to be taken between Christmas and New Year)
- 34 hour working week with a 4pm finish on Fridays
- Central London location (Covent Garden)

REPORTS TO

Relief Chest Manager

OVERVIEW

A vacancy has arisen within the busy Relief Chest team for a Donations Administrator. The Relief Chest team is responsible for providing donor advised fund services to over 4,500 Masonic units/organisations, Relief Chest holders. Timely and accurate processing of donations, gift aid tax reclaim and charitable disbursements to wider charities in England and Wales, production of statistical information and performance management reports to aid decision making.

This role provides assistance with managing a high volume of incoming donations via Regular direct debits and Single donations and dealing with multiple aspects of the donation processing, validation, allocation and confirmation to the donor, along with providing administrative support to the Relief Chest team.

The ideal candidate will have a good understanding of data processing and be able to work to deadlines. Good computer skills are required however full training on the specific systems will be provided. An understanding of fundraising would be an advantage but is not an essential requirement. To be successful in this role you must have a high level of attention to detail and accuracy.

PERSON SPECIFICATION

- GCSE level education, Maths and English or relevant experience.
- Experience of MS office products, for example, Word, excel etc.
- Experience of data input, using manual and automated methods.
- Experience of high volume transaction processing.
- Good customer service skills.

HOW TO APPLY

Please send a CV and covering letter explaining why you are interested in the role to recruitment@mcf.org.uk .

Deadline for applications: 2 July 2018