



**SOS CHILDREN'S  
VILLAGES**  
UNITED KINGDOM

**Title: Finance and Admin Assistant**

**Location: Cambridge, CB2 1AB**

**Salary: £20-22k, depending on experience**

**Contract: Permanent**

**Hours: 20-25 hours per week (preferably 5 days)**

**About SOS Children's Villages UK:**

We believe that children everywhere deserve more from life than the basics for survival such as food, water and shelter. Children have the right to grow up feeling loved, safe and supported. They are entitled to a happy childhood, and the chance to build a better future for themselves. But around the world, 220 million children grow up without the care they need. SOS Children's Villages UK is part of a global federation of 140 local SOS Children's Villages associations working together across 136 countries and territories worldwide to ensure that children grow up in a stable environment and feel loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters. By supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

**About the Post:**

The role reports to the Director of Finance and IT and provides administrative support to the Finance and IT team and also works closely with the Fundraising Team.

**Responsibilities:**

**Finance Administration**

- Administer one-off donations (including responding to queries), and input onto donor database (Progress).
- Processing and banking cheques including inputting onto Progress database.
- Daily review of bank accounts and liaising with colleagues as necessary to identify correct treatment.
- Weekly reconciliation and uploading income from bank statements including inputting details onto Progress database and monitoring of Direct Debits.
- Process income from donation systems including PayPal, Virgin Money Giving and JustGiving.
- Inputting and updating details of donors and supporters on the Progress database.
- Creation and sharing of daily income report.
- Generation of PO numbers, invoice and receipts.
- To process BACS exception reports and contact donors regarding failed or cancelled donations.
- To process all incoming post according to procedures.
- Provide admin support for Finance team.
- To carry out any other duties as required.

SOS Children's Villages UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



### **Supporter Relations**

- Writing and sending thank you letters and emails to our supporters.
- Updating donor details on our database.
- Providing support to Sponsorship/Individual Giving Team.

### **Person Specification**

#### **Essential:**

- Excellent written and verbal communication skills.
- Excellent time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines.
- Good IT skills, including Microsoft Excel, Word, Outlook and the Internet.
- Strong numerical skills.
- Self-motivated and positive, able to work on own initiative with minimal supervision.
- A team player, able to work in a small team and contribute to the wider direction of the organisation.
- Pro-active and adaptable with a problem-solving approach.
- Discretion and confidentiality.

#### **Desirable:**

- Educated to degree level or equivalent.
- Minimum of one year's experience in a Finance/Admin role.
- Experience of working with a database or CRM.

Please send your CV and covering letter to Clare Jenkins, Director of Finance and IT [clare.jenkins@sosuk.org](mailto:clare.jenkins@sosuk.org)