



## Job description – Finance & Donor Care Assistant

**Job Title:** Finance & Donor Care Assistant (TEMP)

**Department/Location:** Office-based at Charity HQ, Royal Aberdeen Children's Hospital.

**Reports to:** Director of Business Services

**Staff Responsibilities:** None

**Hours of work:** 34.5 hours (full-time).

### Summary of Position:

To assist with the efficient and effective day-to-day activities of the charity head office and the smooth running of the organisation in terms of financial processing.

### PRIMARY RESPONSIBILITIES

#### Income Processing

Accurate recording of donations on fundraising database (Raiser's Edge) and financial systems (XERO) to ensure donation restrictions are honoured and so that donors can be thanked appropriately.

- Direct Donations
- Monthly standing orders/regular givers
- Online Giving (Just Giving, Enthuse, Blackbaud, etc)
- Database Maintenance
- Gift Aid Recording
- Gift In Kind Recording
- Invoicing & Receipting

#### Expenditure Processing

Processing of Accounts Payable transactions for approval by the Director of Business Services

- Supplier Invoice
- Employee Expenses
- Grant Funding payments
- Purchase Orders

#### Other Accounting Tasks

- Supporting with procurement of items requested through funding applications.
- Assist with finance reporting as required.
- Completion of such other roles and/or tasks as may be reasonably asked for by a senior official within the charity.

## **Person Specification**

### **Knowledge and Experience**

- Working knowledge of Office365 and its related software programmes desirable, although full training will be provided.
- Good understanding of GDPR and/or willingness to undertake training to meet data protection, safeguarding and confidentiality requirements.
- Experience in the use of Raiser's Edge and XERO would be beneficial.

### **Skills and Abilities**

- Good IT skills.
- Ability to manage multiple priorities.
- Excellent interpersonal, written, and verbal communication skills, including the ability to work with a wide range of external and internal stakeholders.
- Handling highly confidential information in an honest and trustworthy way.
- Highly motivated with a positive attitude.
- A willingness to learn new software, processes and office skills.
- Ability to work on own initiative, as well as part of a team.

### **Competencies**

- Strong organisational skills
- Good interpersonal skills
- Multi-tasker
- Customer service focus
- Effective communicator, on phone, in writing and in person

**Job Type:** Temporary (expected 6 months), Full-time

**Pay:** £23,000 to £27,000 per annum dependant on experience

### **Benefits:**

- Company pension
- Life insurance
- On-site parking
- Sick pay
- Cycle to work scheme
- Employee assistance package

**Schedule:** Monday to Friday

**Education:** NAT5 or equivalent

**Experience:** Some work experience preferred but school leavers are welcome to apply.

**Licence/Certification:** Driving Licence (desirable)

**Work authorisation:** United Kingdom (required)

**Application deadline:** Friday 27<sup>th</sup> March 2026