

Job Description

# Administrator



## Job Description

<b>Job title</b>	Administrator
<b>Reporting to</b>	Finance Officer
<b>Job location</b>	Primarily offices in or around Weston Park Hospital
<b>Hours</b>	37.5 hours per week - Monday to Friday, 9am - 5.00pm
<b>Salary</b>	£18,000 per annum
<b>Benefits</b>	Westfield Cover 6% Pension Contribution
<b>Contract length</b>	Permanent
<b>Application closing date</b>	Thursday 23 <sup>rd</sup> August 5.00pm

We are seeking a new member of the charity's administration and finance team, to help deliver the organisation's business objectives by providing administration support.

Weston Park Cancer Charity is committed to fund things the NHS cannot, and raises over £2million every year to provide; practical help to those in need, emotional support to those in despair and enhanced care for those who need it most.

## Key responsibilities

- To undertake the financial processing of all Weston Park Cancer Charity income:- ensuring that all information is recorded accurately on the charity database (Raisers Edge)
- To produce appropriate acknowledgments and ensure these are sent to the donor within a specified time period.
- To process online donations made through various sources (including Justgiving, Virgin Money, My Donate, Payroll Giving.
- To process donations received directly to the bank, including collection tin donations, and to acknowledge them appropriately.
- To take responsibility for additional acknowledgements letters & certificates as required by the fundraising team.
- To take responsibility for the administration process of the charity's regular giving programme.



- To assist the Finance Officers with various tasks as required.
- To produce financial information & reports as required.
- To support the Fundraising Assistant & volunteers with attending to visitors and process cash donations in accordance with cash handling procedure.
- To input data on to the charity database in an accurate and timely manner to ensure the smooth running of the fundraising and finance function.
- To maintain a welcoming, warm and professional manner when communicating with visitors, volunteers, trustees & colleagues.
- To order stationery, stock and equipment as required.
- To assist the Fundraising team by running weekly data reports to enable effective donor communication with various tasks where possible, such as pulling off data twice a week for welcome emails.
- To ensure that all activities and contacts inputted are accurately managed through WPCCC systems and processes.

### **General Responsibilities**

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, the Data Protection Act and General Data Protection Regulations
- Respect the confidentiality and privacy of guest and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves.
- Participate in personal training, development, appraisal and undertake all relevant training as required.

### **To apply**

Please send a C.V and covering letter explaining why you would be suitable for the position.

### **Apply by post:**

Private and Confidential  
Anne Price  
Finance Officer  
Weston Park Cancer Charity  
Whitham Road



Sheffield  
S10 2SJ

**Apply by email:**

[Anne.Price@sth.nhs.uk](mailto:Anne.Price@sth.nhs.uk)

We are unable to confirm receipt of applications. Shortlisted candidates will be invited to interview - **on Thursday 30<sup>th</sup> August** if you haven't heard from the charity by Monday 27<sup>th</sup> August you can assume on this occasion your application has been unsuccessful.

No agencies please.

