**THE ROYAL BRITISH LEGION**

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| **Job Title** | Accounts Assistant Receivables Fundraising & Lottery- Business Processes |
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| **Reporting To** | Senior Accounts Assistant Receivables Fundraising & Lottery – Business Processes |
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**Role Purpose:**

* Undertaking any administrative tasks required such as post distribution, filing and general clerical duties in support of the Business processes Team
* Assist other team members with ad hoc tasks; provide support during busy times such as year end and monthly journals
* Work flexibly to provide cover for all functions within the section during times of peak workload and absence of all staff through training, holiday or sickness

**Key Responsibilities:**

* Responsible for several Fundraising/Lottery related bank account reconciliations
* Assist with filing and general clerical duties in support of the Business Processes function. Work flexibly to provide cover for all function’s within the section during times of peak workload and absence of all staff through training, holiday or sickness
* Analysing unpaid standing orders on their relevant account and makes sure that the relevant team in the Fundraising department reverse them out of the fundraising system.
* Posting the weekly Lottery Income and Winners
* Reconcile the related Control accounts
* Updating weekly spreadsheets with Income in order for the relevant teams to claim their Income
* Chasing teams to enter their Income in the Fundraising system
* Deal with unpaid cheques
* Liaise with different departments about unclaimed Income
* Being responsible for having as less as possible outstanding items in their General ledger
* Preparing month end reconciliation reports
* Working towards tight deadlines
* Preparing and updating Standing Order banking information for the Legion’s 3rd party (WoodsValdata) who deals with our Lottery collections
* Preparing cardnet reports for our 3rd Party (WoodsValdata) and liaising with our Data Service Team if the items are not appearing on our ledger.
* Liaising with the bank when cheque cancellations are requested by WoodsValdata

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| This job description reflects the current scope of duties and responsibilities of the role.  The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post.  As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment. |

**GENERAL**

* To work in accordance with The Royal British Legion’s shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
* To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
* It is clear that due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
* To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees are required to work in accordance with the Equality Act (2010).

*Consider if the criteria are essential, can training be provided or candidates upskilled.*

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL / DESIRABLE** | | **HOW TO BE MEASURED** |
| **QUALIFICATIONS** | | | |
| Example: Good standard of general education; GCSE or equivalent | E | | Application/Certificate |
| **KNOWLEDGE & EXPERIENCE** | | | |
| * Experience of working in a Business Processes Function, preferable Receivables. * Proven experience of double entry bookkeeping * Previous experience in a role in a large and complex organisation with multiple stakeholders | E | | Application/Interview |
| **SHARED VALUES AND BEHAVIOURS** | | | |
| **Service**  We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.  **Collaboration**  We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.  **Passion**  We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.  **Excellence**  We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.  **Valuing our People**  We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution. |  | Interview  Interview  Interview  Interview  Interview | |
| **SKILLS & ATTRIBUTES** | | | |
| * Computer literate, particularly with MS Office, including excel spreadsheets and accounting packages * Proactive self-starter, able to work unsupervised within agreed timeframes * Able to demonstrate a high level of attention to detail and excellent numeracy skills * Empathy with Legion Mission and Values | E | | Interview/Application |