



Job Title: Global Income Assistant

Department: Operations - Finance

Matrix managed by: Global Financial Controller and UK Income Controller

JOB PROFILE

1. OVERALL OBJECTIVE(S) OF THE POST

The purpose of this role is to help end factory farming. This role will contribute by being responsible for ensuring that all income received by Compassion in World Farming International entities is fully and correctly recorded on a timely basis, complying with all statutory requirements. This is a vital part of the finance team, critical to our reputation internally and externally for providing an efficient and reliable service, with strong focus on customer service.

2. POSITION IN ORGANISATION

- Matrix managed by the Global Financial Controller and UK Income Controller
- Develops strong and effective working relationships with:
 - All staff within the Finance Team
 - Other appropriate staff members, particularly within our international entities
 - With other members of the Operations Team
 - With relevant external suppliers
- The post has no direct reports.

3. SCOPE OF JOB

- To strongly lead and take control of the recording and reconciling of the charity's income for its International entities
- Processing donations onto our CRM system where needed
- Reconciliation of donations between our CRM system and banking system
- Ensuring completeness and accuracy of donations
- Establishing and maintaining good working relationships with International staff
- Providing support and assistance to the finance team as required.

4. DIMENSIONS & LIMITS OF AUTHORITY

- Has the authority to enter data on to the organisation's systems in accordance with procedures, processes and guidelines set down by the Global Director of Finance.
- The post holder will liaise with all colleagues but especially those in Finance Team.
- The post holder will liaise with organisational suppliers as appropriate.

5. PERSON SPECIFICATION

ESSENTIAL

- Experience in an income finance role and be able to use financial software and systems efficiently to support this.
- Knowledge of Salesforce would be a distinct advantage
- Excellent communication skills are required, with an ability to convey financial information clearly to all staff members.
- You will be comfortable with complex reconciliations and accounting principles as they relate to charities and have a good understanding of restricted funds.
- A self-motivated, tenacious individual able to consistently deliver service objectives, on time.
- Uses time management techniques to plan and organise workload, managing peaks and troughs in workload
- Completes tasks fully following through on the detail in a meaningful way
- Sets high standards of performance for self.
- Seeks, encourages and works towards continuous improvement.
- Recognises and respects the perspectives and values of others.
- Remains calm and polite under pressure.

6. ADDITIONAL TASKS

To assist with other departmental duties where necessary, as listed below:

- As part of your employment you may be required to travel anywhere within the world in order to carry out the duties of your employment
- Due to the nature of the role, there may be a requirement to carry out some work out of office hours. This work is to be arranged in accordance with procedures
- Take due and reasonable care of oneself and others in respect of Health & Safety at Work
- Act in accordance with the principles of Compassion in World Farming's Ethical Policy
- In all work activities, comply with data protection legislation and Compassion in World Farming's requirements for the protection of personal information and the privacy of individuals
- Provide formal and informal training at the request of your line manager, senior manager or a director, on your areas of expertise, to other members of staff, work experience students, trustees etc.
- The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager



Compassion in World Farming International Terms & Conditions

Job title:	Global Income Assistant
Annual leave entitlement:	25 days (plus 8 bank holidays) per annum FTE
Notice period:	One month
Working hours:	37 hours per week FTE

Other benefits

Pension Scheme:	Auto enrolment scheme where minimum employee contribution is 3% If employee gives 3%-5% of salary, Compassion will give 5% If employee gives 5%+ of salary, Compassion will give 10%
Season Ticket Loan:	Interest free loan repayable over one year
Sodexo Platform:	Sodexo cashback scheme on a variety of everyday items plus discounts to gyms, car leasing, finance assistance, bike loan scheme etc
Employee Assistance Programme:	A confidential help line for staff where you can get assistance with work and private related issues
Office Therapies:	We have a qualified therapist who attends the office for massage etc several times a year
Exercise:	Weekly gentle exercise
Free Fruit:	Free fruit delivered twice a week