

**Full time Database Administration Assistant**

**The Sick Children's Trust Salary: Competitive**

**Hours 37.5 per week Monday to Friday 9am to 5.30 pm**

**Location: 28-30 Worship Street, London, WC2A 2AH**

The Sick Children's Trust runs free "Homes from Home" accommodation for families with seriously ill children in hospital.

As the Database Administrator Assistant you will be required to maintain our Donor Database (Donorflex) to support a number of functions including, finance, fundraising and communications.

Your key responsibility will be the inputting of data accurately and in a timely manner. This will involve processing donations received and entering details onto the donor base. You will be required to work closely with finance colleagues to ensure donation records reconcile with financial records, so a meticulous eye for detail, strong numeracy skills and the ability to work to deadlines are essential. A knowledge of financial systems is an advantage. You will also be required to input information regarding service users and an understanding and a commitment to high levels of confidentiality and a need for sensitivity is paramount.

You will need excellent IT skills, specifically highly experienced in using Excel. Along with the Database Manager you will liaise with teams to ensure they are provided with up to date, accurate and useful information relating to a range of activities. So strong interpersonal and communication skills are essential.

If you are interested in applying for this role, please send your CV and a covering letter stating why you would be suitable for the role to Carole Buckton, Human Resources Manager:

[carole@sickchildrenstrust.org](mailto:carole@sickchildrenstrust.org)

Closing date 25 February 2018

Please note that only shortlisted candidates will be contacted and within 2 weeks of the closing date.