

Full time Database Assistant

Hours: 37.5 per week Monday to Friday, 0900 - 1730 (flexible working may be considered)

Location: Head Office, London

Closing date: Friday 8 March 2019

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

As the Database Assistant you will be required to maintain The Sick Children's Trust's donor database, Donorflex, to support a number of functions including, finance, fundraising and communications.

Your key responsibility will be the inputting of data in an accurate and timely manner. This will involve processing donations received and entering details onto the database. 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

Early application is encouraged as we will review applications during the advertising period and reserve the right to close the advert early. Only shortlisted candidates will be contacted.