



Job description

Job location: Wimbledon /Remote

Pay: Up to £14.83 per hour

Contract: Temporary c. 6 weeks (Full-time/Part-time - flexible on this. This shall be a minimum of 6 weeks (until the end of 2021).

Job Purpose: As our Database Officer, you will ensure that all income-generating activities are run through the database ensuring the database is accurate and compliant.

Key Responsibilities:

Manage the flow of financial and non-financial data from third-party platforms, as well as direct income and data streams. This will include cleaning and preparing data, as well as importing it into Raisers Edge.

Ensure the database accurately reflects the current, recent, and historical activity and outcomes from third-party agencies and platforms, such as CAF

Assist in undertaking monthly quality analysis of data received from agencies and third-party platforms.

Undertake routine processes to ensure the database is accurate, such as de-duplicating.

Assist on data cleansing, quality control, and donation upload

**Undertake ad hoc tasks that may be required from time to time supporting the team and running of the Charity.**

You will also be required to:

Maintain JM UK's commitment to data protection and ensure that policies relating to these areas are maintained and/or developed as necessary

Assist with ensuring high standards are being maintained with regards to Gift Aid compliance

Assist with ensuring JM UK's commitment are being maintained with regards to following Fundraising Regulator's Code of Fundraising Practice

Skills and Experience Required:

**Essential:**

In depth knowledge of Raiser's Edge, ideally within a charitable organisation.

Excellent attention to detail and accuracy of working with data

Experience of using Excel, including using formula

Must feel confident working with and cleaning larger data sets.

Experience of using Microsoft Word and Outlook

Strong interpersonal skills

Desirable

Ability to build queries, run and interpret reports

Excellent knowledge of data protection legislation

Experience of working in the charity sector

Please submit a CV and covering statement to

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