

Charity Lottery Administrator

Description

Our Client is Searching for a Full-Time Temporary Charity Lottery Administrator, Salary up to £20Kpa, Very Generous Benefits & a genuine opportunity to become a Permanent Team Member

To operate the Hospice Lottery; ensuring membership levels are maintained as a minimum, but ideally seeking year on year growth of the membership. To maximise income generating opportunities for the Hospice Lottery Department and facilitating relationships with supporters that provide donations to any income stream.

Responsibilities

Responsible for administration tasks relating to each seasonal lottery raffle, (currently 2 per annum). Ensure all procedures are followed accurately and in accordance to deadlines.

Ensure all tickets and payments are banked recorded, applied and balanced correctly completing all audit trails. Manage volunteer resources effectively to ensure timely processing of all returned post and processing of tickets

Ensure all payment handling and banking is undertaken on a daily basis

Ensure all new members are entered onto the database accurately so payments can be received within the timescales and entered into the draw

Print and dispatch lottery payment reminder & renewal correspondence

Action administration as a result of the in-house calling team contacting supporters on a daily basis, this will include updating spreadsheets and the in-house database

Responsible for all administration and banking tasks relating to the sales of lottery scratch cards, including the monthly balancing of sales through the in-house database processed through the retail network. Accurate Use of spreadsheets to record all sales, liaising with finance department for transfer of monies

Receive incoming telephone calls ensuring excellent relationships with hospice supporters are maintained at all times.

Qualifications

Experience of working in banking or a similar sector is essential

A high degree of accuracy and attention to detail

Used to working in a fast-paced team environment

Job Benefits

Salary up to £20,000pa

Genuine opportunity to become a permanent team member

Hiring Organisation

Build a UK Business

Employment Type

Full-time

Beginning of employment

Immediate Start

Duration of employment

Initial 4 month contract

Industry

Charity Sector

Job Location

Stoke on Trent

Working Hours

37.5 hours per week

Base Salary

£ 20000

Date posted

3rd September 2021

Valid through

31.10.2021

Free on site parking

The opportunity to work for a Times Top 100 Not for Profit Employers

Contacts

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