

Fundraising Income Processing Internship, London

Job Level		Kornferry Function	
Directorate	Internal Services	Function/Service	Income processing, Fundraising Operations
Direct Reports	0	Indirect Reports	0

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here.

Purpose	<p>This 3-month in-person internship offers a valuable opportunity to contribute to the effective processing of donations within the Fundraising Operations team. As a Fundraising Income Processing intern, you will play a key role in ensuring that all donations received at our UK office are accurately recorded, banked, coded, and acknowledged in line with internal service level agreements and compliance standards.</p> <p>You'll be responsible for maintaining the integrity of donor data, supporting financial reconciliation processes, and ensuring that donor marketing preferences and Gift Aid tax recovery declarations are correctly administered. Your work will directly support the organisation's ability to deliver timely and accurate financial reporting, while upholding a high standard of supporter care.</p> <p>This role requires strong attention to detail, a methodical approach to data handling, and a commitment to working collaboratively within a regulated environment. You'll be embedded within the Income Processing team, contributing to core operational tasks and helping to ensure that every donation is processed with care and accuracy.</p>		
Budgetary responsibility/ accountability	0	Accountability for other resources	0
Key Responsibilities	<p>Donation Management</p> <ul style="list-style-type: none"> • Open incoming post and prepare donation contents for banking, ensuring all cash and cheque handling is in line with financial protocols and compliance standards. • Accurately code and record all income received by cheque and other payment methods, onto the fundraising database, ensuring correct attribution to source, cost centre, and project restrictions. <p>Data Processing</p> <ul style="list-style-type: none"> • Maintain a complete audit trail for all donations captured on the fundraising database, ensuring records are accurate and easily reconcilable. • Administer donor name and address amendments and marketing preferences within agreed service levels. • Ensure compliance with the Data Protection Act, Payment Card Industry standards, and HMRC Gift Aid regulations. • Assist with month-end donation form archiving. 		

	<p>Gift Aid</p> <ul style="list-style-type: none"> • Accurately capture and process Gift Aid declarations and update donor tax status in line with audit requirements. <p>Team Member</p> <ul style="list-style-type: none"> • Actively participates in all team meetings. • Supports other fundraising operations team members • Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action. • Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics) <p><i>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</i></p>
<p>Knowledge & Skills *Essential</p>	<p>Essential</p> <ul style="list-style-type: none"> - The role will require a good level of numeracy and literacy (Maths and English) - Computer literate, with a working knowledge of the Microsoft suite at beginner's level (Word, Excel, Outlook) - Initiative to proactively seek out information as required to deliver role. - Strong organisational skills and excellent attention to detail. - Appreciation for the importance of good supporter experience and donor care. <p>Desirable</p> <ul style="list-style-type: none"> - Knowledge of the charity sector and different fundraising techniques. - Understanding of how to handle personal information in line with the Data Protection Act (GDPR)
<p>Experience *Essential</p>	<p>Essential</p> <ul style="list-style-type: none"> - Working collaboratively to solve problems and deliver solutions. - Recent experience of participating in education or beginning work <p>Desirable</p> <ul style="list-style-type: none"> - Experience and interest in fundraising, office or financial administration - Data capturing information into a CRM (customer relationship management) system <p>Please note: We welcome candidates with no prior professional experience</p>
<p>Additional requirements</p>	<p>Essential</p> <ul style="list-style-type: none"> - Must be aged 18-25 and able to commit to a full-time internship, from October 2025 to January 2026, in line with the funding criteria for this role. - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy. - Willingness to travel into the City of London office at Moorgate, daily <p>Desirable</p> <ul style="list-style-type: none"> - Flexibility and adaptability to work in a dynamic environment. - Enthusiasm for learning and professional development.

Pre Engagement Checks Highlight bold as required		
DBS- England & Wales	Adult/ Child/ Adult & Child Workforce/ None	
PVG- Scotland	Adult/ Child/ Adult & Child/ None	
Access NI- Northern Ireland	Vulnerable Adult/ Child/ Vulnerable Adult & Child/ None	
Driver Check	Yes/ No	
International Roles Only		
International Police Check	Yes/ No	
International Driving Licence for manual cars	Yes/ No	

Role Reference		Review Date	
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For this role, we expect high volumes of applications. As such, it may not be practical or appropriate to interview all people living with disabilities that meet the minimum criteria. In this case, we may limit the overall number of interviews offered to both people applying under the disability confident scheme and applications made not under the scheme.