



Finance and Grants Coordinator

The Funding Network (TFN) brings people together at live crowdfunding events (currently being held virtually) to raise funds for small non-profits that drive lasting social change. Our core funding areas include education, environment and climate change, health and wellbeing, livelihoods, human rights, and crime reduction and peacebuilding. Since 2002, TFN events have brought together over 20,000 people who have raised £13.5 million for 2,000 non-profits around the world. TFN's achievements are made possible through a network of engaged members, enthusiastic supporters, generous corporate hosts, collaborative partners, committed trustees and a small, dedicated staff team.

JOB DESCRIPTION

Position:	Finance and Grants Coordinator, Fixed Term Contract (maternity cover)
Report to:	Partnerships and Events Manager
Work with:	CEO, Treasurer
Term:	Part time (3 days per week) – 7 months with a possible extension
Start date:	6 th July
Hours :	Regular office hours with occasional evening work (flexible working options available)
Location:	Home working until such time as our Board considers it safe to return to work in the London office (28 Commercial St., E1 6LS), at which point there will be the possibility of some continued home working
Salary:	£26,000 p.a. (pro rata)
Annual leave:	25 days, including three to be taken at Christmas (pro rata)

Application process

Please submit your CV and a short cover letter (no more than one side of A4) to jennie@thefundingnetwork.org.uk by 5pm on Thursday 25th June. Your cover letter should address how you meet the person specification. Interviews will be held remotely on Monday 29th June. If your application is shortlisted for interview, we will contact you by Friday 26th June.

Role summary

The Finance and Grants Coordinator will be responsible for the management of all funds entering and leaving TFN's accounts, with the support of the Chief Executive and Partnerships and Events Manager. This will include tracking all donations being received, handling invoices to be paid, claiming Gift Aid, preparing grants to be paid out to the non-profits we support, and all other bookkeeping activities. Additional responsibilities will include preparing management accounts and keeping track of TFN's Key Performance Indicators (KPIs).

You will be part of a small but perfectly formed team, where everyone is expected to be collaborative, flexible and hands on in the day-to-day operation. It is a great opportunity to experience the full breadth of the voluntary sector and how charities operate.

Given that the handover and initial period of employment will be undertaken remotely we are looking for a highly self-motivated candidate with a track record of independent working.

Main responsibilities

Bookkeeping

- To carry out all bookkeeping tasks, including keeping financial records and creating financial reports such as monthly management accounts
- To process Gift Aid claims monthly, ensuring that declaration forms are accurately completed and kept on file in compliance with HMRC requirements
- To provide accurate financial reports for each TFN event
- To maintain accurate membership and donor records on Salesforce

Grant-making

- To attend all TFN events (max. 15 p.a.) and record pledges as they are made
- To carry out follow-up administration on donations pledged at events, ensuring all pledge income is collected in a timely fashion and recorded accurately
- To prepare grant payment information for processing by the Chief Executive

Data Management

- To maintain accurate records of donations / other payments on Salesforce
- To compile quarterly and annual statistics against Key Performance Indicators (KPIs)

Other responsibilities

- To represent TFN at meetings as and when required
- To provide general administrative support to the Chief Executive and other team members
- To provide support to members regarding their membership payments
- To liaise with TFN's accountants, Knox Cropper, where necessary

The above list of responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION

TFN is a small team and everyone is expected to be collaborative, flexible and hands-on in managing daily tasks. The Finance and Grants Coordinator position is a great opportunity for the ideal candidate to experience the full breadth of the voluntary sector and how charities operate.

Experience and qualifications

- at least one year's experience of working in a bookkeeping or general administration role
- hands on experience of maintaining Sage or any other similar financial software package
- hands on experience of Salesforce or any other similar customer relationship management software package
- experience of working with or for non-profit organisations
- knowledge of charity accounts

Skills

- excellent attention to detail
- ability to present financial information in a logical and consistent manner
- ability to prioritise a busy work load
- ability to thrive in a small team
- ability to work under pressure and meet deadlines

Personal qualities

- driven and enthusiastic
- responsible and reliable
- highest standards of integrity
- self-motivated
- demonstrable interest and enthusiasm for social change