

Finance and Grants Coordinator

The Funding Network (TFN) brings people together at live crowdfunding events 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 10,000 people who have raised £10 million for 1,500 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
Report to:	Chief Executive
Work with:	UK Operations Manager, Membership and Communications Executive, International Director
Location:	London
Term:	Full time (negotiable); permanent; regular office hours with occasional evening work
Salary:	c24,000

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. 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 carrying out financial due diligence on non-profits applying for funding, preparing management accounts, and keeping track of TFN's Key Performance Indicators (KPIs).

This is a new role which will underpin TFN's grant-making function. You will be part of a small but perfectly formed team of five, 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.

Main responsibilities

Bookkeeping

- carry out all bookkeeping tasks, including keeping financial records and creating financial reports such as monthly management accounts
- collate paperwork required for the audit and liaise with TFN's accountants in preparing the annual audited accounts
- prepare quarterly management accounts ahead of Board of Trustees' meetings
- process Gift Aid claim after each event, ensuring that declaration forms are accurately completed and kept on file in compliance with HMRC requirements

- provide accurate financial reports for each TFN event
- help maintain accurate membership and donor records on Salesforce

Grant-making

- carry out due diligence checks on all organisations applying to TFN, with support from the UK Operations Manager
- attend all events and record pledges as they are made
- carry out follow-up administration on donations pledged at events, ensuring all pledge income is collected in a timely fashion and recorded accurately
- prepare grant payment information for processing by the Chief Executive

Other responsibilities

- research giving patterns and projects profiles to produce short analyses of TFN's impact and its role in supporting the voluntary sector
- compile quarterly and annual statistics against Key Performance Indicators (KPIs) for UK and International events
- attend events and assist in event management as required
- represent TFN at meetings and events as and when required
- provide general support to the Chief Executive and other team members, and carry out any such duties as may reasonably be required of you from time to time

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 of five, 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 financial or general administration role (essential)
- 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

How to Apply

For further information on TFN or details on the position, please contact Celine Gagnon, Chief Executive, on celine@thefundingnetwork.org.uk or call 0845 313 8449.

If you are interested in this role please submit a full CV with a covering letter (each no longer than 2 sides of A4) explaining how you believe you fulfil the role requirements to info@thefundingnetwork.org.uk, indicating **Recruitment** in the subject line.

Applications must be submitted before 5pm on Monday 16th April 2018.

Interviews will be on Wednesday 25th April 2018.