**Finance Officer & Individual Giving Co-ordinator (2024)**

**Salary:** £23,205 per annum (pro-rata for part-time employees) £11.90 per hour.

**Hours of Work:** 37.5 hours per week (5 days).

**Holiday Entitlement**: 5 weeks per annum (pro-rata for part-time employees).

**Reporting Relationship:** To the Finance Manager.

**Location:** 37 Portland Road and/or from home - should future operational requirements dictate, the jobholder may be required to work at another location in Brighton and Hove.

**Job Title:** Finance Officer & Individual Giving Co-ordinator.

**Job Objectives:** To assist the Finance Manager with the financial administration of Off The Fence and with general office admin in the Head Office, operating within the Christian ethos of OTF.

**Main duties**

* To work in an ethical and confidential way adhering to financial guidelines and the Christian values of OTF
* Responsible for the processing of all income from start to finish, including regular banking
* Prepare paperwork, as necessary, from bank statements
* Record and send thank you letters and certificates to anyone who donates
* Update thank you letters periodically as appropriate
* Scan electronic copies of all income
* Prepare monthly reports and fundraising figures from QuickBooks
* Analyse statistics annually with respect to regular givers/major donations and update for CEO/FR
* Send annual personal thank you to all major donors and regular givers where possible
* Pay invoices and expenses, with appropriate cash flow control, and enter transactions in QuickBooks
* Enter and reconcile debit card and petty cash transactions in QuickBooks and work with Finance Manager as required to reconcile main bank account
* Responsible for purchasing, including research & negotiation with all potential suppliers to assist with decision making
* Work with Finance Manager to document Finance processes and procedures and look for continuous improvement opportunities
* Prepare, proof read and send out Christian prayer letter
* Update and maintain inventory for all departments
* Provide holiday cover for Finance Manager, including learning and contributing to payroll process
* Collect, monitor and update consent from existing and new supporters under GDPR
* Maintain database of supporters in Donorfy
* Maintain Gift Aid records and submit claims to HMRC.
* Assist with preparation of finance records for year-end audit.
* Archive the organisation’s financial records and ensure correct disposal of archives.

**Other duties**

* Help with general administration, including prayer support in the Head Office as and when required
* Attend regular supervision, team and Christian prayer meetings when possible
* Prepare fundraising reports/statistics for CEO for Trustee meetings
* General office duties including answering the phone
* Maintain Amazon wish lists where appropriate

**Subject to review**

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and consequently will be subject to review.

**Person specification**

**Essential:**

* A willingness to work within the Christian philosophy and ethos of Off The Fence
* Good communication skills both written and verbal
* Strong time management skills and ability to prioritise and work to deadlines
* Strong IT skills and experience of working with MS Office, in particular Excel
* Good knowledge of accounting practice
* Personal integrity of a high order
* High levels of accuracy and attention to detail
* Flexible attitude and willingness to learn new skills
* Ability to work as part of a team and to work on own initiative

**Desirable:**

* Experience of working with QuickBooks finance package or similar, and CRM software or similar
* Accountancy/financial background

**Confidentiality**

You should be aware of the confidential nature of this job. Any matter of a confidential nature must not be divulged to any unauthorized person.

**Signed Line Manager *D V Goble* Date 20*/03/24***

**Signed Post Holder -------------------- Date**