

## **FINANCE & FUNDRAISING COORDINATOR**

**REPORTING TO:** Head of Finance

**WORKING HOURS:** Monday to Friday, 35 hours per week

**SALARY:** £28,000 to £32,000 per annum, dependent on experience.

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with a vision to bring Hope to the People of East London. SAINT is part of the Church of England.

To support the vision, we are recruiting a 'Finance & Fundraising Coordinator' to support the finance team with the day-to-day management of church finances, and to play a key role raising money to support our ministry. The role offers an excellent opportunity for career development in a fast-paced and dynamic environment.

### **MAIN RESPONSIBILITIES**

#### **ACCOUNTING ACTIVITIES**

You will assist with the management of daily bookkeeping activities including invoicing, bills, bank reconciliations, and journal entries for the SAINT churches and associated legal entities. This will include initial preparation of the monthly management account and assisting the different ministries to work within their budgets.

#### **FUNDRAISING & DONOR MANAGEMENT**

Fundraising is spearheaded through the Finance team and is key to informing the strategy for SAINT and funders. As part of the team, will be responsible for building relationships with charitable trusts, foundations and other institutional funders along with researching potential funders and grant bodies.

Activities will include writing and reviewing funding applications to charitable trusts and foundations, recording and reviewing feedback from funders, grant bodies and other donors and keeping the fundraising presentations up to date.

The role also includes developing and recording impact statistics, managing the CRM database and the monthly administration of donations and Gift Aid.

## **WHAT YOU'LL NEED TO SUCCEED**

You will be working toward, or keen to work toward, an accounting qualification. It is essential to have previous experience with bookkeeping, understand financial statements and be capable of working to deadlines.

## **MINIMUM EDUCATION AND EXPERIENCE**

- A minimum of two years' experience working in a similar role, with experience in establishing and maintaining effective financial and procurement procedures and successful fundraising initiatives.
- Strong analytical aptitude, communication and presentation skills.
- Intermediate and Advanced skills in Microsoft Office Suite (especially Excel).
- Excellent organisational and project management skills.
- High level of interpersonal skills.
- Ability to work autonomously as well as part of teams.
- Ability to use initiative and make decisions when completing tasks required, ensuring key roles are completed within required timeframes and when asking for more work.
- Accurate numerical work and attention to detail.
- Positive, constructive attitude and ability to take on board feedback.
- Experience with Xero or other accounting programs such as Sage, Liberty or Data Developments would be beneficial.