

FUNDRAISING COORDINATOR & BOOKKEEPING ASSISTANT

REPORTING TO: Head of Central Services & Bookkeeper

WORKING HOURS: Monday to Friday, 35 hours per week

SALARY: £26,000-£32,000 per annum (depending on experience) plus pension contributions

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 'Fundraising Coordinator and Bookkeeping Assistant' for the key role of raising money and to assist in the day-to-day management of church finances. The role offers an excellent opportunity for career development in a fast-paced and dynamic environment.

The role is office based at Hackney Church in East London, although there will be opportunities to work remotely. Working closely with the Head of Central Services and members of the Finance Team, you will be administering and supporting the SAINT Parishes and connected entities.

MAIN RESPONSIBILITIES

Fundraising and Donors Management

Fundraising is spearheaded through the Central Resources team and is key to informing the strategy for SAINT and funders. As part of the team, you 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.

Finance Activities

You will assist the Bookkeeper with daily activities including invoicing, bills and bank reconciliations for the SAINT churches and associated legal entities. This will

include assistance with the preparation of the monthly management account and assisting the different ministries to work within their budgets.

WHAT YOU'LL NEED TO SUCCEED

You will have strong written and oral communication skills. You will be analytic, numerate and be capable of working to deadlines.

MINIMUM EDUCATION & EXPERIENCE

- A minimum of two years' experience working in a fundraising or financial role and have completed 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 a team
- 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 but not essential.