

Operations & Finance Executive



Job Title:	Operations & Finance Executive
Reporting to:	CEO
Location:	Central London – Clerkenwell, flexible / remote working available
Hours of work:	2-3 days per week
Start Date:	ASAP – but negotiable
Salary:	£32k – 38k pro rata with 25 days holiday pro rata (equivalent to £19.2k - £22.8k per annum with 17 days holiday)

Background

This role offers an exciting opportunity to play an instrumental part in the running of a small charity, raising over half a million pounds each year. You will be the keystone keeping Hands Up's financial, donor management and legal & governance operations running smoothly so that we can continue delivering crucial health and education services to thousands of Syrians annually.

The role will include managing our Financial Processes (management accounts, income and expenditure, budgeting and reforecasting) and our Donor Management system (Donorfy), while supporting the CEO with Legal & Governance. We are a small team and seek a supremely efficient person to help improve our overall productivity and efficiency. You will have an excellent understanding of financial management and reporting as well as a love for excel, data, processes, and organizing and analysing these. You will be equally comfortable producing a budget reforecast and corresponding report for our Trustees or managing income in the form of cheques/bank transfers etc... We are a proactive, creative and 'hands-on' team and hope you are too.

This role will ensure that Hands Up:

- Operates smoothly and efficiently from a financial, data and governance perspective;
- Appropriately manages financial administration and budget management with efficient processes;
- Effectively manages and tracks relationships with stakeholders via our CRM system; and
- Is able to analyse financial and supporter data easily and efficiently.

Responsibilities:

Financial management & administration

- a. Working with the CEO, draft the annual Budget and quarterly reforecasts, setting appropriate KPIs.
- b. Working with accountants, prepare monthly, quarterly and annual accounting reports (including Audit/Independent Examination and Annual Return to the Charity Commission) on time.
- c. Manage, pay, track and record financial transactions including payroll, paying-in cheques and recording invoices to ensure that our accountants can produce appropriate reports.
- d. Oversee and manage our accounting platform (Xero) ensuring correct integration with CRM system.

CRM System, Donor management

- a. Manage our CRM system, Donorfy, ensuring that data is current, correct and appropriate for analysis.
- b. Input and extract data and set up downloadable reports for analysis as necessary .
- c. Ensure staff are using Donorfy correctly and consistently; train current/new staff as required.
- d. Ensure appropriate integration of applicable online platforms with CRM system (Just Giving, Stripe, Paypal, Mobilise, CAF etc...).

Legal & Governance Support

- a. Manage Hands Up's policies, ensuring the appropriate review process takes place annually and verifying that Hands Up is meeting its regulatory requirements.
- b. Manage pro bono legal advice to Hands Up and Legal Agreement/document templates.
- c. **Manage** the schedule of renewal for key policies, subscriptions, and memberships (Insurance, Fundraising Regulator etc.)

Profile

Essential	Desirable
Positive, pro-active and highly organized with a keen interest in smooth processes and data management.	Experience of managing finances in the charity sector in the UK.
Experience of accounting, financial management and analysis; budgets, reports – both numerical and written.	Experience and interest in fundraising
Experience and understanding of CRM Systems and data management	Interest in the Middle East and Hands Up's cause
Excellent communication skills, written and verbal	
Experience of establishing and managing effective working relationships with people across varied levels and industry-experience	
Excellent skills in Microsoft Office Word, Excel, Powerpoint	

The Recruitment Process

To apply, please email contact@handsupfoundation.org with:

- Your CV
- A brief supporting statement with further details of experience relevant to this role.

Deadline for applications: 5pm, Friday 23rd June 2023

The interview process:

- Initial, remote interviews will be held in late June/early July
- For the interview you will be asked to be prepared to speak about your experience and why specifically you want this role.

If required, second interviews will be held, preferably in person. We will seek to have recruited by end of July.

If you require any adjustments to the interview process, please include this information in your application. Hands Up is committed to equal opportunities and we welcome applications from all qualified candidates.