

## Finance & Fundraising Manager Job Description

*Finance, Fundraising, Strategy*

### Role Description

Management of and responsibility for the financial planning, budgeting and administration for all of the charity's activities and staff. Working with the CEO and Outreach Manager, the role will develop and implement Yada's financial strategy, engage with supporters, donors, businesses and communities to secure financial support for the charity's maintenance and growth, whilst seeking new funding opportunities, including writing grants applications.

**Line Manager:** CEO

**Hours/Days:** 3 days (21 hours)

**Salary:** £32,166.60 pro rata

**Start date:** 1st September 2025

**Contract:** 1 year fixed term, subject to funding

**Location:** Yada Offices, Worthing

### Key responsibilities:

#### Overarching responsibilities

- Working with the CEO, have oversight of all financial aspects of the charity
- With the CEO, have responsibility for financial strategy, planning and budgeting, ensuring financial stability of the charity

### Financial management

- Ensure the budget provides for the charity's objectives
- Work with Bookkeeper to ensure accurate records of income/expenditure (Quickbooks)
- Oversee and manage monthly payroll (Payroo) and pension scheme (NEST)
- Manage relationship with HMRC including Gift Aid claims and prepare donor statements
- To support CEO with preparation of the annual and fundraising budgets
- Prepare Annual Charity Accounts (cc16a) and manage independent Examination
- Comply with financial policies and procedures
- Manage charity bank accounts and monitor cash reserves and investments
- Process all invoices for payment

### Fundraising

- Develop and implement fundraising strategies
- Build relationships with key donors
- Research and apply for grants
- Monitor funding timelines and write end of grant reports
- Lead on organising fundraising campaigns and events
- Manage donor and supporter data

## **Other Responsibilities**

- To attend monthly team meetings and be an active member in decision making for Yada's future
- To prepare quarterly reports for Trustee meetings
- Other duties from time to time as we may reasonably require

## Person Specification: Finance & Fundraising Manager

### Essential Criteria

| Category            | Requirements   |
|---------------------|--|
| Qualifications      | <ul style="list-style-type: none"> <li>• Degree or equivalent experience in finance, fundraising, business, or related field</li> </ul>  |
| Experience          | <ul style="list-style-type: none"> <li>• Proven experience in financial management and budgeting within a charity or non-profit context</li> <li>• Demonstrable experience in developing and implementing fundraising strategies</li> <li>• Successful track record of securing funding from grants, donors or other income sources</li> </ul>   |
| Skills & Knowledge  | <ul style="list-style-type: none"> <li>• Strong financial literacy, including budget preparation and monitoring</li> <li>• Knowledge of charity accounting and reporting requirements (e.g., cc16a)</li> <li>• Proficiency with financial tools such as QuickBooks, Payroo, NEST &amp; Excel</li> <li>• Understanding of Gift Aid and HMRC compliance</li> <li>• Excellent communication and interpersonal skills</li> <li>• Strong writing and storytelling skills, especially for fundraising and reporting</li> </ul> |
| Personal Attributes | <ul style="list-style-type: none"> <li>• Highly organised with attention to detail</li> <li>• Strategic thinker with a proactive approach</li> <li>• Ability to work collaboratively in a small team</li> <li>• Alignment with Yada's values and mission</li> <li>• Able to manage multiple responsibilities and deadlines effectively</li> </ul>  |
| Other               | <ul style="list-style-type: none"> <li>• Willingness to work flexibly, including occasional events outside standard hours</li> <li>• Right to work in the UK</li> </ul>  |

### Desirable Criteria

| Category       | Requirements  |
|----------------|---|
| Qualifications | <ul style="list-style-type: none"> <li>• Recognised financial qualification (e.g., AAT, CIMA) or fundraising certification</li> </ul> |

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|--------------------|---|
| Experience         | <ul style="list-style-type: none"><li>• Experience preparing or supporting audits or independent examinations</li><li>• Previous work in a women's support organisation, social justice, or similar field</li><li>• Experience in building relationships with community or business donors and sponsors</li><li>• Experience in organising events</li></ul> |
| Skills & Knowledge | <ul style="list-style-type: none"><li>• Knowledge of databases</li><li>• Familiarity with charity sector regulations and reporting standards</li></ul>  |

### **How to apply**

Please send a CV and cover letter, addressing the job description and person specification, to [helen@yadauk.org](mailto:helen@yadauk.org) by midnight on Monday 21st July.

We will be actively interviewing so early applications are advised.