**Job title:** Finance & Data Coordinator

**Reports to:** Head of Finance & Operations

**Job purpose:** The Finance & Data Coordinator is responsible for coordinating the Foundation’s day to day finances as well as supporting new system implementations and continuous improvement of processes and reporting.

**Job Description**

**Specific responsibilities**

1. **Financial activity**

* Assist with the development and review of the Foundation’s financial policies, procedures and processes.
* Under the leadership of the Head of Finance & Operations provide day to day financial services including responsibility for ensuring the recording and banking of all funding and donations received (including via online giving platforms), recording and payment of grants awarded, staff and volunteer expenses, and supplier invoices, with necessary authorisations and in accordance with the Foundation’s policies and procedures.
* Account for all financial transactions, prepare journals, account and bank reconciliations monthly or as required.
* Monitor debtors and creditors and ensure grants and invoices are paid in a timely manner and income is received when due.
* Responsible for maintaining reconciled fund balances between the accounting system (currently Sage) and the grants database (Salesforce).
* Keep Gift Aid records and make HMRC Gift Aid claims.
* Contribute to the production of annual accounts in accordance with current legislation and best accounting practice, including assistance with the annual audit.
* Supervise other finance & operations staff or volunteers as required.
* Assist with generation & monitoring of overhead budgets to ensure budgets are stretching & achievable, and appropriate reports and variance analysis provided to budget holders.
* To provide any other financial reports as required.

1. **Grants related financial activity**

* Ensure that records of donations and fund income, are accurate and kept up to date on the grants data base to enable reporting and control of grant funds and timely reconciliation of funds with the accounting system.
* Work closely with the grants team to monitor and manage grant funds, ensure recording and payment of grants is timely, accurate and in accordance with the Foundation’s financial procedures and controls.
* Provide statements, reports and analysis as and when required for individual funds and donors and assist in the preparation of returns and claims to funders as required.

1. **Process Improvement & System Development**

* Assist in reviewing current systems & processes identifying areas for improvement.
* Contribute to implementation of new finance & CRM systems, including data cleansing and pre installation housekeeping.
* Assist with configuring new systems to provide financial and other management information
* Work with internal and external colleagues (including UKCF) to support the delivery of new systems, maintain positive relationships and ensure a smooth transition.
* Keep up to date with on-going system developments, help share knowledge and be a team ‘super user’ for new CRM and finance systems
* Keep up to date with data protection legislation and ensure systems and processes are compliant with current regulations
* Work closely with the senior management team to improve data capture and reporting to ensure a robust reporting framework to measure performance against strategic goals

1. **Community leadership and learning**

* Attend and deliver information sessions and workshops on the financial aspects of applying for grants or represent the Foundation at events from time to time.
* Take time to learn about our area of benefit and the people who live here with genuine interest and enthusiasm so you can effectively champion their needs and ambitions.
* Keep abreast of developments and policy changes across the charity sector and especially the funding world.

1. **Supporting the teams strategic development**

* Contribute to planning, creating and delivering the Foundation’s future strategy through the long-term plan and annual business plan.
* Be a named point of contact with key stakeholders (e.g. UK Community Foundations, major donors, 360Giving) with respect to our programme of grant making.
* Lead on the development of improved ways of using Salesforce for managing funds and reporting to donors.

1. **Other**

* Adhere to the Foundation’s core principles and values and be a responsive and friendly face of the Foundation for our grantees and partners.
* Work as part of a team ensuring that all team functions are covered.
* Carry out the duties in accordance with the Foundation’s Health and Safety, GDPR and other relevant policies and procedures.
* Help ensure Two Ridings Community Foundation complies with the legal obligations of charities and small employers.
* Always have due regard to equal opportunities, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all.
* Undertake other duties related to the work of the Foundation. This is not an exhaustive list of duties and the need for flexibility is required. We are a small team, and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Finance & Data Coordinator Person specification

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| ESSENTIAL skills, knowledge and experience | |
| 1 | A minimum of three years’ experience working in a role with responsibilities for bookkeeping and management accounting, using a recognised accounting package. |
| 2 | Experience of process improvement and implementing new systems |
| 3 | Well organised with excellent attention to detail |
| 4 | Highly numerate and computer literate: confident and proficient with Office packages (particularly Excel & Word) and CRM systems such as Salesforce. |
| 5 | Excellent data literacy skills, with the ability to analyse and report on complex information. |
| 6 | A confident communicator, both written and spoken. |
| 7 | Ability to work in a small team, with a willingness to help others as needed. |
| 8 | Self-motivated with the ability to work flexibly and under own initiative to manage a diverse workload and competing priorities |
| 9 | A commitment and interest in the charitable objectives of the Foundation. |
| 10 | An understanding and commitment to removing barriers and creating environments that support Diversity, Equity and Inclusion. |

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| DESIRABLE skills, knowledge and experience | |
| 1 | AAT qualification or similar |
| 2 | Experience of charity finance and accounts |
| 3 | Curious, collaborative and kind with a passion for addressing social issues. |
| 4 | Experience of working with Trustee Boards and charitable governance structures. |
| 5 | Knowledge of the regulatory environment – such as charity law, GDPR and professional codes and standards. |