**Funding and Finance Lead**

This document defines the responsibilities of the Funding & Finance Lead role within GWA, whilst the contents are comprehensive, they are not exhaustive.

**Funding & Finance Lead**

**Direct Line Managed by:** GWA Manager

**Working Pattern:** 16 hours per week

**Proposed Working Pattern:** 4 hours per day, 4 days per week

**Salary:** £31,016.38 pro rata

There are 2 main pillars of responsibility for the role of the Funding & Finance Lead, each of these are explained in in this document to give insight to the role, a further detailed job description will be made available during interview to selected candidates.

Funding

Finance

Administration

**Funding**

* To support the organisation to identify sustainable funding opportunities and sources
* To complete applications to agreed funders
* To report to the funders as per criteria of the award given and within the objectives and activities of GWA
* Take the lead to organise fundraising activities for the organisation to engage with the community and corporate sectors.
* Lead fundraising activities in creative ways such as online sources and engagement with community events

**Finance Administration**

* Produce supporting paperwork and budget information to external bookkeepers for the reconciliation of management accounts.
* Support the Manager with annual accounts auditing processes, providing auditors with required paperwork in a timely manner.
* Support the Manager with payroll processes ensuring all documentation is stored accurately within the organisations shared drive.
* Support the Manager with administrative tasks in other areas of GWA operations as required.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Title** | **Essential** | **Desirable**  |
| Experience making funding applications within third sector | Checkmark with solid fill |  |
| Experience completing reports to funders and contract officers |  | Checkmark with solid fill |
| Experience working with online management accounts ie Xero  | Checkmark with solid fill |  |
| Experience of monitoring budgets |  | Checkmark with solid fill |
| Experience of organising and managing fundraising activities/events | Checkmark with solid fill |  |
| Excellent administration and communication skills | Checkmark with solid fill |  |
| High competency with Microsoft packages | Checkmark with solid fill |  |
| Ability to prioritise workloads to meet deadlines | Checkmark with solid fill |  |
| Ability to work with minimal supervision | Checkmark with solid fill |  |
| Have a full driving licence and access to own car  | Checkmark with solid fill |  |

Organisational Structure:

Board of Trustees

Manager

Prevention & Awareness Lead

**Funding & Finance Lead**

Women’s Service Lead

CYP Service Lead

Group Service Lead

Communications & Prevention Worker

Children’s Support Workers

X3

Women’s Support Workers

X5

Group Worker

X1

Advocacy Worker

X1

Facilities Worker

X1