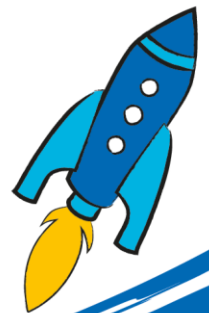


Fundraising Finance Lead

Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming our new Fundraising Finance Lead at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work. We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

Your role will be an integral link between the finance and fundraising departments, where you will be responsible for the booking of daily receipts and reconciliation between the finance and fundraising CRM systems.

Reporting to the Financial Controller, you will hold key relationships with the Fundraising Supporter Care Team working together to develop system integration and streamline processes.

You will be a natural and enthusiastic team member, who is able to motivate and provide clear strategic direction working as part of a high performing team.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

Zoe Cowan
Head of Finance Operations

The Charity

The Children's Trust is the UK's leading charity for children with brain injury and complex health needs.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Support for children with ABI and their families in the communities across the UK, through our Brain Injury Community Services.
- Online information and support via our publications and braininjuryhub.co.uk

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24 acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, soft play areas and a wheelchair-accessible tree house.



We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 595 committed staff and 560 volunteers with a range of expertise across nursing and care, education, therapy, operations and centralised support functions such as finance, HR, fundraising and communications. A number of these staff are based off site around the UK as part of our community work or in our charity shops.

Job Description

Job Title	Fundraising Finance Lead
Reports to	Financial Controller
Direct reports	None
Level	Accountant
Location	Tadworth, Surrey
Salary	£33,000 per annum FTE
Hours of Work	37.5 hrs per week / part time will be considered
DBS	Enhanced with Children's Barred List

Job Purpose

To act as a key link between the Finance and Fundraising to ensure that all fundraising income is accounted for correctly and in a timely manner. You will report into the Financial Controller and work together as part of the Finance Team. You will liaise predominately with the Fundraising Team alongside other stakeholders across The Children's Trust.

Duties and Responsibilities

1. Manage and account for Fundraising income

- Responsible for processing and coding incoming donations between the bank accounts, ledgers and the CRM system, ensuring that entries are up-to date, accurate and posted in a timely manner.
- Responsible for banking of cash and cheques daily at the Post Office and the bank
- Responsible for processing Charities Aid Foundation (CAF) vouchers, credit card receipts and other charitable donation vouchers
- Use the CRM system to identify the source and coding of donations
- Work closely with the Supporter Care team and other teams to resolve queries
- Responsible for restricted income, reconciling with Fundraising to ensure donations are allocated correctly
- Ensure that collection box income is collected and reconciled
- Issue, amend and cancel Fundraising invoices and ensure payment is received promptly
- Process and reconcile World Pay, Just Giving and other forms of electronic giving receipts accordingly. Provide Fundraising with relevant reports.
- Reconcile shops weekly income to the till system reports
- Obtain and process reports from PayPal in relation to goods purchased via the website
- Manage PDQ and banking terminals / platforms

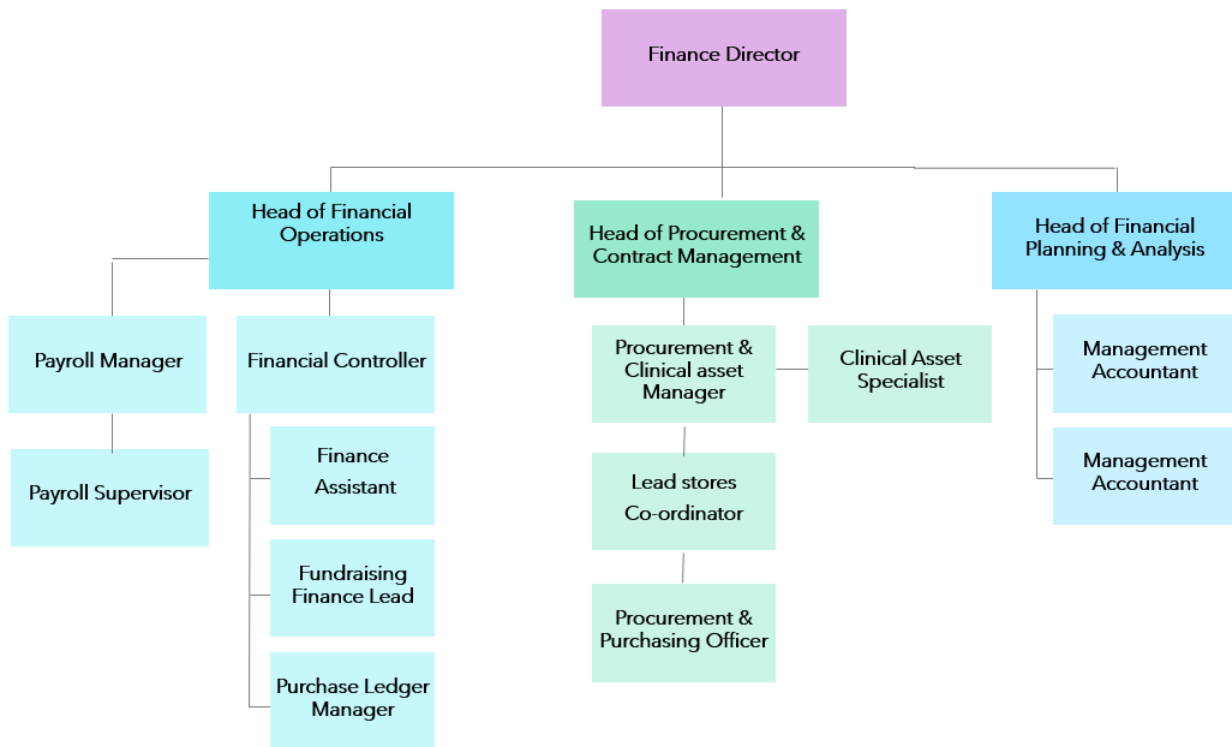
3. Month end procedures

- Month end fundraising processes including accruing income and processing bought in goods journals
- Retail journals including income and shops rent and rates expense release
- Reconcile Restricted Funds, ensuring that each restricted donation is allocated to the correct Fundraising code
- Reconcile Fundraising and Retail Gift aid
- Work with Fundraising to chase unpaid invoices

4. Other general duties

- Lead with the Fundraising / ThankQ systems integration
- Responsible for maintaining the Finance Fundraising SharePoint site
- Manage Fundraising relationships ensuring relevant support is provided to meet all departments objectives
- Raise ad hoc other income invoices and receipts such as rentals, events and student placements
- Continually look to review and improve processes working with Fundraising and other stakeholders
- Assist with the year end stock-take and to ensure that the stock remaining and stock sold reconcile for each shop
- Assist with the annual audit
- Arrange banking of foreign and mutilated currency
- Provide ad hoc assistance to the rest of the Finance Team

Organisation and Structure



Person Specification

Selection Criteria:	
Education & Qualifications	<ul style="list-style-type: none"> AAT part-qualified : Desirable
Experience	<ul style="list-style-type: none"> Evidence of working with a variety of systems and tools to support reconciliations Essential Proven experience and aptitude in complex reconciliations and strong technical ability in accounting basics (debits, credits and control accounts): Essential Previous experience of working within a non-profit setting: Desirable
Skills & Abilities	<ul style="list-style-type: none"> Highly organised with the ability to multi task and document concise and accurate records: Essential Have good communication and relationship building skills: Essential Accuracy, with attention to detail : Essential Professional, Positive, and Committed: Essential Adaptable and flexible, tenacious and persuasive: Essential
Knowledge	<ul style="list-style-type: none"> Intermediate Excel Skills : Essential Competent writing and reporting skills: Essential Previous experience of accounting software packages: Essential An understanding of the voluntary sector: Desirable
Personal Qualities	<ul style="list-style-type: none"> Commitment to the vision and values of The Children's Trust: Essential Be a confident self-starter with good numeracy skills and attention to detail: Essential Flexible and 'can do' attitude to competing commitments in workload: Essential Highly organised: Essential Highly motivated and reliable: Essential Comfortable with multi-tasking / working under pressure: Essential

Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. Please refer to the People Team for further information.

Equality and Diversity

The Children's Trust recognises the value of diversity and is committed to equality of opportunity. We expect staff to be treated with dignity and respect and solely on the basis of their merits, abilities and potential regardless of age, sex, sexual orientation, marital or civil partnership status, disability, race, nationality, ethnic origin, religion or belief as stated in the Equality Act 2010. We expect all staff to share this commitment and promote equality and diversity amongst their teams.

Values

Our ambition is to provide a professional service where the children and families are at the centre attention of what we do, and for us to be able to use this opportunity and to achieve this vision and ambition. We require all of our staff to be actively promoting and sharing our values that bring us closer to achieving our goal.

Our values

