



Candidate Brief

Financial Analyst – Fundraising and Income 12 month Fixed Term Contract November 2024



Credit: 2019 Access to Finance Campaign (Peru)

Background Information

CARE International – a global organisation fighting global poverty

CARE International operates in more than 104 countries around the world. We run poverty-fighting programmes and deliver life-saving aid in 90 developing countries. This work is supported by global policy and advocacy work, fundraising, and programme management provided by CARE members in countries like the USA and the UK.

CARE's Vision 2030 is the Confederation's 10-year strategy. Gender justice is central to our work and we recognise that poverty cannot be eradicated and social justice achieved while gender inequality persists. Discrimination against women has negative implications for global security and development, economic performance, food security, health, climate adaptation and the environment, governance, and stability. CARE's 2030 goal is that 50 million people of all genders experience greater gender equality (particularly eliminating Gender Based Violence, and increasing women and girls' voice, leadership and education).

CARE's Vision 2030 also commits to doing the work of Antiracism. We know that to be anti-poverty is necessarily to be anti-racist. Critical listening and learning is integral to our approach and we are committed across the CARE Confederation to relinquishing power in the global north and strengthening the role of the global south. We place these principles at the heart of our work, from how we hire and promote, govern and lead, mobilise resources and partner.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, sex, gender identity or expression, ethnicity, age, disability, health condition or medical history, religion, political view or sexual orientation.

CARE International UK

CARE International UK was founded in 1985 and we are one of 14 full members of the global CARE International Confederation. We employ 100 staff and generate around £50 million a year for CARE's poverty-fighting work.

As well as supporting CARE's [humanitarian](#) and [development work](#) around the world, CARE International UK provides specific expertise in the areas of [women's economic justice](#), [women's voice and leadership](#), humanitarian response (particularly [shelter](#), and gender in emergencies), and [engaging with the private sector](#). We also play a key role in CARE's work engaging with and influencing [policy-makers and decision-makers](#) to tackle the structural causes of poverty and social injustice. CARE's programmes are implemented through [CARE country offices](#). We also work in partnership with local organisations to deliver many of our programmes.

You can find out more about our current strategy 2030 [here](#)



The Application and Recruitment Process

1. Guidance on Completing the Application Form

Please complete the online application form clearly and in full, demonstrating how your skills, knowledge and experience relate to the Job Description and Competencies required for the role. When completing the personal statement, please address the relevant criteria in the Person Specification and provide evidence to support your answers. We're interested in what you did and the outcome. You may wish to include experience, skills and knowledge you acquired inside and outside of formal employment including through education, volunteering and life experience.

We can only shortlist candidates based on information provided in the application form. A personal statement tailored to the specific requirements of the role is an integral part of this information. Please do not attach a CV as this will not be considered.

2. Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK's commitment to being a disability confident employer (level 2) we use the Guaranteed Interview Scheme. The Scheme guarantees that all disabled applicants who meet the essential criteria for the role are invited to interview. If you wish to be considered under the Guaranteed Interview Scheme, please complete the relevant section in the online application form.

To ensure our recruitment processes are fair and inclusive reasonable adjustments can be accessed at any stage. If you require adjustments at the application stage, including a copy of the recruitment pack in large print or an alternative format please contact hrteam@careinternational.org. We proactively ask all applicants invited to interview if any adjustments to facilitate their attendance and participation.

3. Referees

Please provide details of at least two referees, covering a minimum of 5 years; one must be your current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history.

References will only be taken up as part of pre-employment checks if you are offered the role.

4. Equalities Monitoring

CARE International UK is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. Providing your equalities monitoring information is voluntary but we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the selection panel.

5. Shortlisting

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each candidate's skills, knowledge and experience relates to the Competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application that they meet the job criteria will be invited for interview. Only information included in the application form will be considered when shortlisting.

6. Interviews

As part of the selection process you will be asked to complete an exercise and deliver a presentation at the interview. You will then meet with a panel of three people who will ask you questions relevant to the role. This is your opportunity to expand on your application and demonstrate how you have the skills, knowledge and experience required for the role. At the end of the interview you will have the

opportunity to ask the panel any questions you have about CARE International UK, the role and/or the terms and conditions of service.

7. Feedback

Unfortunately, resource constraints mean we cannot contact all candidates at the application stage. If you do not hear from us within 2 weeks of the closing date of the role, please assume on this occasion you have not been successful. We cannot provide feedback either on your application at this stage. Thank you for your interest in working with CARE International UK, we encourage you to keep an eye on our website for future vacancies.

Candidates who are shortlisted for interview but not appointed will be informed of the outcome of their interview in writing. If requested, feedback will be provided.

CARE International UK (CIUK) **Job Description**

1. Overview

Post Title:	Financial Analyst – Fundraising and Income
Directorate:	Resources
Team:	Finance
Responsible to:	Director of Finance, Compliance and Governance
Accountable to:	Director of Finance, Compliance and Governance
Base Location:	Vauxhall, London. We offer a hybrid working model and there will be an expectation to attend the office 2 days per week or as required. CARE International UK (CIUK) reserves the right in consultation with employees to change base location according to organisational and departmental requirements.

This role will not have any line management and budgetary responsibility.

CARE International is a leading humanitarian organisation dedicated to fighting global poverty and providing lifesaving assistance during emergencies. We focus on empowering women and girls to bring lasting change to communities worldwide. As part of our strategic vision, CARE International UK is developing a **five-year plan and fundraising strategy** to deepen our impact and extend our reach. We are seeking an exceptional **Financial Analyst and Data Analysis Expert** to join us in a **business partnering role** that will drive financial planning, data analysis, and support strategic decision-making across our fundraising functions.

Role Overview

The **Financial Analyst – Fundraising and Income** will play a vital role in shaping CARE International UK's fundraising success by providing expert financial modelling, in-depth analysis, and strategic insight. Reporting directly to the **Director of Finance, Compliance, and Governance**, this role will be instrumental in informing and guiding fundraising strategies, performing scenario analyses, and supporting data-driven decisions to optimise income generation. As a **Finance Business Partner** to the fundraising teams, you will work closely with stakeholders to drive CARE's financial strategy forward.

2. Specific Areas of Responsibility

1. Business Partnering with Fundraising Teams

- Serve as a trusted financial partner to fundraising teams, offering insights, support, and financial guidance to enhance decision-making.
- Collaborate closely with fundraising teams to ensure alignment between financial objectives and fundraising goals.
- Facilitate regular financial reviews and analysis sessions with fundraising and senior management teams to discuss performance, trends, and opportunities.

2. Financial Modelling of Income Streams

- Develop and maintain robust financial models for a diverse range of income streams, including individual giving, corporate partnerships, trusts, and legacies.
- Provide forecasts and projections to support strategic fundraising decisions, identifying potential financial risks and opportunities.
- Assess the ROI of new and existing fundraising initiatives to maximise resource allocation.

3. Financial and Database Analysis of Fundraising Trends

- analyse financial data and CRM-driven databases (e.g., Raiser's Edge) to identify trends, donor behaviours, retention rates, and lifetime value.
- Generate regular financial reports, dashboards, and presentations for senior stakeholders on key fundraising metrics and income trends.
- Use data analysis to support fundraising teams in enhancing donor engagement, acquisition, and retention strategies.

4. Scenario and Sensitivity Analysis

- Conduct scenario and sensitivity analyses to evaluate the impact of different fundraising strategies and economic conditions.
- Model various scenarios to inform risk management and strategic decision-making.
- Develop mitigation strategies to address potential financial risks within the fundraising portfolio.

5. Budgeting and Forecasting Support

- Lead the budgeting and reforecasting process for the fundraising function, aligning it with organizational objectives and financial targets.
- Monitor actual performance against budgets, investigating variances and recommending adjustments as necessary.
- Provide long-term financial planning insights to guide CARE's fundraising strategy.

6. Continuous Improvement and Process Innovation

- Identify opportunities to improve financial analysis and business partnering processes, ensuring efficiency and effectiveness in supporting fundraising objectives.

- Stay up to date with best practices and industry developments in financial analysis, fundraising strategies, and data analysis.
- Contribute to organisational initiatives and cross-functional projects that support CARE International UK's strategic goals.

3. Special features

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

Health and Safety

The post holder agrees to abide by CARE International UK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace or/and at home (when home based); as well as that of their colleagues.

Diversity and Inclusion Statement

CARE is committed to creating a diverse, inclusive, respectful and safe work environment where all persons are treated fairly, with dignity and respect. We are committed to dismantling harmful and oppressive structures of power and accordingly centre gender equity in our work to save lives, fight poverty and achieve social justice. The post holder agrees to promote and uphold these principles.

CARE International UK operates fair, transparent and non-discriminatory recruitment practices and actively encourages applications from candidates from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from candidates from Black and minoritised communities, LGBT+ candidates and disabled candidates.

CARE International UK is a **disability confident** employer. As part of our commitment to disability inclusion we guarantee interviews to disabled candidates who meet the essential criteria for the role. To be considered under the Guaranteed Interview Scheme please complete the relevant section in the online application form. If at any stage of the recruitment process you require reasonable adjustments, including a copy of the recruitment pack in large print or an alternative format, please contact hrteam@careinternational.org.

Safeguarding

CARE International UK has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in CARE International UK includes, in particular, **criminal record checks** and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

Person Specification

The below competencies will be assessed at the indicated stage of the recruitment process:
Application = A, Interview = I, Test = T, Presentation = P

When completing your personal statement please demonstrate how you meet the competencies assessed at application stage (A).

		** A, I, P, T
Skills/Abilities	<ul style="list-style-type: none"> Advanced Excel skills and proficiency with financial modelling tools. Strong analytical skills, with the ability to interpret complex data and provide clear, actionable insights. Excellent communication and interpersonal skills, capable of building effective relationships with fundraising and finance teams. Strong organizational skills, able to prioritise tasks and meet deadlines in a fast-paced environment. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Experience/ Knowledge/ Understanding	<ul style="list-style-type: none"> Bachelor's degree in finance, Accounting, Economics, or related field. Professional qualification (e.g., ACA, ACCA, CIMA) or significant relevant experience in a financial analysis or business partnering role. Proven experience in financial analysis and modelling, ideally in the charity or nonprofit sector. Experience with database analysis and CRM systems, particularly in a fundraising context (e.g., Raiser's Edge). Strong experience in a business partnering role, supporting non-financial stakeholders with financial insights and strategic guidance. Demonstrated ability to perform scenario and sensitivity analyses. 	<p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p> <p>A, I, T, P</p> <p>I, T, P</p>
Other	<ul style="list-style-type: none"> Commitment to CARE International's mission and values, with a focus on promoting gender equality and social justice. Proactive and adaptable, with a strong continuous improvement mindset. High level of integrity, professionalism, and attention to detail. Commitment to tackling discrimination and structural inequality. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

Terms and Conditions

Salary: £50,178 per annum

Working hours: 35 hours per week

Location: Vauxhall, London. We offer a hybrid working model and there will be an expectation to attend the office 2 days per week or as required. CARE International UK (CIUK) reserves the right in consultation with employees to change base location according to organisational and departmental requirements.

Contract: 12 months fixed term

Annual leave: 25 days per annum

Pension scheme: 3% employee contributions and 6% employer contributions via salary sacrifice

To see the full range of benefits offered upon joining CARE International UK, please click [here](#).

Other Information

In line with legal requirements and the nature of CARE International UK's work, this post is subject to:

- i. **Receipt of satisfactory written references**, covering a minimum of 5 years employment (without gaps), one of which must be from the current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. The reference request will specifically ask the referee about any safeguarding, performance or misconduct concerns. Note that CARE International UK participates in the **Inter Agency Misconduct Disclosure Scheme (* more details below)**. References will be requested in accordance with that scheme.
- i. DBS check (Basic)
- ii. Bridger check (** **more details below**)
- iii. Evidence of the eligibility to work in the UK.

** In line with the **Inter Agency Misconduct Disclosure Scheme**, we will request information from your previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the you left employment. Full details of the scheme on <https://www.schr.info/the-misconduct-disclosure-scheme-old>*

*** A **Bridger Check** gives access to global sanctions and enforcement lists, Politically Exposed Persons coverage, profiled adverse media, and financial intelligence around Money Laundering/ Fraud Prevention. For more information on this check please review <https://risk.lexisnexis.com/products/bridger-insight-xg>*

For further information please visit

www.careinternational.org.uk

Twitter: @careintuk