



Finance & Fundraising Coordinator

Salary: £22,000 - £27,000 depending on experience and qualifications

Contract and hours: This is a permanent contract. A working week is an average 35.5 hours. Full or part time options (Minimum 0.6) are available with flexible working hours, to spread hours over multiple days considered. Immediate start possible.

Location: JLGB Office in South Woodford, London (E18) a short walk from central line station with convenient access from M11 and A406. Our offices are currently open Monday – Thursday with Fridays as home working. Further hybrid working may be considered.

About us

JLGB is a modern, thriving, innovative and award-winning national youth organisation that is a model of professional youth work for over 125 years. Through a diverse range of experiences and activities JLGB seeks to enrich the lives of young people through its local, regional and national framework. JLGB removes barriers to participation by providing positive activities within a fun, friendly, safe and structured environment, that meet the religious and cultural needs of the Jewish community.

JLGB recognises the positive value of diversity and is committed to creating a diverse and inclusive workforce. We encourage applications from all suitably qualified or experienced individuals, regardless of their race, gender, biological sex, disability, religion/belief, sexual orientation, age or neurodiversity.

The Role

JLGB are recruiting a Finance & Fundraising Coordinator who will play a vital role in helping the charity achieve its financial, fundraising and organisational objectives. Supporting the Director of Operations & Finance, the role is essential for the smooth running of the charity's finances, collaborating with teams across JLGB, as well as volunteers and external suppliers. With some support from JLGB's administration team, you will be undertaking all financial transactions including payment runs, bank and income reconciliations. Managing our donor database, ensuring that Gift Aid is collected regularly. The position will be suitable for someone who has experience in these areas and is flexible, reliable, highly numerate and interested in working to support young people to reach their potential.

Responsibilities will include:

- Processing and reconciling various financial administrative tasks, including petty cash and incoming card payments (via stripe and other card processors)
- Providing effective financial administrative support to all JLGB programmes and functions

- Providing support to the Finance Director and assisting with management accounts
- Preparing expenditure reports for the senior leadership team, finance sub-committee, Trustee Board, funders and stakeholders
- Validating and processing weekly expenses
- Ensuring that Gift Aid is collected on a regular basis
- Managing our Donor Database
- Supporting with Income generation and fundraising events.
- Supporting the delivery of the year-end financial reporting
- Ensuring that financial documents are filed
- Supporting audit processes to demonstrate compliance
- Maintaining accounts and generating invoices on QuickBooks computer software
- Overseeing debtor analysis and recovery
- Contributing to the development and maintenance of financial systems and processes
- Managing external suppliers, supplier accounts and purchases
- Supporting other members of the administration team whenever necessary

The above is not an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person specification

We are looking for some of the following attributes in the successful applicant, you may be more experienced in some areas than others. We are interested in experience that's both job-related or gained through other areas of your life. Training and support will be given in any areas required.

- A relevant finance qualification eg AAT, ACCA, CIMA or currently working towards one
- Experience using QuickBooks or similar accounting and reporting systems and advanced excel.
- Substantial experience of bookkeeping and processing payments
- Understanding of Accounting Principles
- The ability to initiate and maintain systems
- Confident and polite telephone manner for debt recovery and supplier procurement
- Ability to pro-actively engage with internal and external stakeholders up to Senior Management level
- Ability to present financial information and make it understandable to non-finance stakeholders
- Excellent organisation skills and attention to detail
- Work well autonomously and as part of a wider team
- Excellent proficiency/advanced Excel
- Good communication skills

- Commitment to providing services and programmes for young Jewish people

You may also have

- Experience of working with or in youth organisations or a charity
- Experience of working with individuals from a wide range of cultural and faith backgrounds

Please note this role may also require evening and Sunday work, in order to see delivery and meet/consult with volunteers

What you'll get in return

You will be working in a passionate and enthusiastic team with a strong vision and ambition in striving to enrich the lives of young people.

We offer 36 days leave, including bank holidays (this includes directed leave for Jewish high holy days that fall on a weekday), rising by 1 day for each completed year of service to a maximum total of 42 days leave.

Access to our benefits discount platform

Cash back health plan, includes wellbeing support and access to Virtual GP appointments

Death in service at 4 times salary.

Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirement, 3% employer contribution

We have a flexible policy for working hours and offer TOIL where staff are required to start early, finish late or work on a Sunday, so that you can reclaim these hours at another time.

How to apply?

We know sometimes the 'perfect candidate' doesn't exist, and that people can be put off applying for a job if they don't tick every box. If you're excited about working for us, and have most of the skills or experience we're looking for, please go ahead and apply. You could just be what we're looking for!

Send your CV and 2 page covering letter to vacancies@jlgb.org

Deadline for applications: 9am Friday 5 April

Zoom interviews to take place on Wednesday 10 and Thursday 11 April

In person Interviews will be scheduled for Wednesday 17 or Thursday 18 April

We reserve the right to close this recruitment process early should we receive a high volume of applications.

Please highlight any requests for part time working and any dates you could not interview on in your cover letter.

For an informal and confidential conversation about this position please email vacancies@jlgb.org with your contact details, and suitable times to talk and a member of the team can call you back.

Additional information

Our staff team are currently based at our London Head Office (E18), although you may be asked to occasionally work at various locations to support projects as part of your duties.

All roles at JLGB are subject to a satisfactory Enhanced Disclosure and Barring Check, either a current or new application that can be made through JLGB. Should you be aware of any incidents, cautions or convictions that would appear in a DBS check, please notify us when you apply.

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If you need us to make an adjustment or provide additional support as you apply for a role, please email vacancies@jlgb.org

Please note all our posts require candidates to have the Right to Work in the UK at the time of applying.