Mosaic

Supporting Bereaved Children

Head of Finance and Fundraising

JOB DESCRIPTION

Hours: 21 hours per week over 3 days (one day working from home, two days in the office (one of them must be a Tuesday, our all-staff day).

Responsible to: The CEO

Annual leave : 13 days a year, which includes pro-rated bank holidays.

Time off (in addition to leave) is given between Christmas and New Year, typically 4 days.

Pension arrangements are with NEST.

Mosaic is a charity which plays a unique role in Dorset helping bereaved children, young people and their families. We are in an exciting period of growth as an organisation and this new post dedicated to Fundraising will play a pivotal role in our ongoing success.

The charity's vision and mission can be found here: https://mosaicfamilysupport.org/about/

Purpose of this role

The Head of Finance & Fundraising is part of the Senior Leadership Team and will work closely with the CEO and trustees to deliver the organisation's strategy.
The role holds strategic and operational responsibility for growing and diversifying income, building strong partnerships and ensuring that the charity remains on a sure footing to deliver our mission.
Your work will contribute insight to the way we make decisions, to our culture and to help more families than ever when a child or young person faces a bereavement.
This role will work with a finance officer on our management of accounts and finances, as well as with a fundraising co-ordinator, helping to develop and manage a sustainable income pipeline across multiple income streams.
There will be lots of opportunities to develop partnerships with businesses, communities and funders who want to help us make a difference to the Dorset community.

Key Tasks and Responsibilities

Fundraising

Working with the team, develop good relationships with corporate partners,
Trusts & Foundations, major donors and other strategic supporters.
Develop and submit funding bids for Trusts & Foundations, helping to resource existing and future projects.
Test new approaches to income generation where they could grow or diversify
Income, aligning with our strategy.
Oversee the work on community fundraising and individual giving, and ensure fundraising activity is well-planned and reported, evaluated, and monitored with targets.
Report quarterly to the CEO and Board on income performance, pipeline, forecasts
Develop and manage Mosaic's existing fundraising strategy and activities, advising the CEO and Trustees of opportunities and challenges as they arise.
Implement the Mosaic fundraising strategy to support the organisation, advising staff and trustees on potential challenges and developments.
Lead on individual supporter relationship management to encourage long-term, repeat giving, meeting targets set for the year.

The post may involve occasional evening or weekend work to manage fund-raising events, for which time off in lieu may be claimed.

Financial Accounting and Statutory Compliance

Ensure that the charity maintains comprehensive financial records in Sage sufficient to satisfy all internal and external legal and fiscal requirements such as audit.

Lead the relationship with our auditors including: retendering when needed; agreeing audit timescales and processes; meeting the reasonable needs of the auditors; encouraging a relationship of openness and honesty. Ensure all mandatory returns and reports are submitted to the HMRC, Companies House and the Charity Commission in accordance with regulatory frameworks.

Advise the Remuneration committee each year on salaries, gathering data and insights for them to make a recommendation to the Board.

Work closely with the Treasurer to keep finance policies relevant and to update them on any issues as they arise, taking advice about the Board's requirements.

Financial Management and Reporting

Lead the annual budget-setting process across the charity, ensuring budget holders have the right information and instructions to produce useful rolling three-year budgets, collating the information across all departments, working with the CEO to refine and revise budget lines as needed, and presenting draft budgets to the board for approval.

Produce accurate year-end accounts for both internal use and for the Trustees' Annual Report & Accounts.

Work with the finance manager to prepare quarterly management accounting reports for budget managers, the Executive Team, and trustees including budget variances, income and expenditure and cash-flow forecasts.

Provide other relevant financial reports or analysis to budget-holders and other stakeholders to give insight as to our financial position

Management

Foster a collaborative and inclusive culture, helping the team to have clarity of purpose and the tools they need to perform effectively.

Line-manage two roles with regular one-to-ones, appraisals and development plans, helping them to develop in their careers.

Person specification

Category	Essential	Desirable
Experience	Experience planning fundraising Strategy, with demonstrable outcomes Experience in developing corporate partners to support operational plans. Effective financial management with experience of producing annual accounts and working with auditors	Experience working with volunteers.
Skills & Abilities	• Strong written and verbal communication skills. Budget-setting skills and management accounting • Excellent organisational and time-management skills, with close attention to detail. • Competent IT user (Microsoft Office, online fundraising platforms).	.Working with Trustees and directors to secure strong budgets
Knowledge	Awareness of GDPR/Data Protection requirements in a charity context. Understanding of safeguarding, and risk considerations for events. Knowledge of finance management, audit processes	Knowledge of the wider charity sector and fundraising environment. Advising on remuneration
Personal Qualities	• Warm, professional and empathetic • Confident in talking to different groups • Flexible and comfortable working occasional evenings and weekends at events across Dorset • Holds a full UK driving licence.	• Willingness to learn about bereavement and to be able to communicate with community groups and corporates.

Confidentiality

The post holder is required to maintain the confidentiality of all information in accordance with the Mosaic Confidentiality Policy.

Health & Safety

All staff must be sure that the agreed safety procedures are carried out to maintain a safe environment for employees, families and visitors.

All staff must undergo an enhanced DBS (disclosure and barring service) check and receive regular training on safeguarding and other matters.

Equal Opportunities

Mosaic is committed to providing a working environment in which everyone feels valued, respected and able to contribute to the success of the business. We employ a workforce that recognises diversity and the importance of inclusion and diversity. Mosaic will seek to ensure that this staff recruitment policy adheres to the Equality, Diversity and Inclusion policy whereby there is a commitment to equality of opportunity for all and no individual will be discriminated against in recruitment, training or the planning and delivery of any of our activities.

For a confidential discussion about this role, please contact the CEO, Jo Revill, on : JoR@mosaicfamilysupport.org