



FutureDharmaFund



India Dhamma  
TRUST

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## Reach Out to a World in Need

### Finance and Systems Director

In the last five years FutureDharma has grown to support 45 international Triratna projects, including those of the India Dhamma Trust, distributing over £650,000. Our trustees represent Triratna's Three Strands and take our strategic lead from the International Council. In 2020 we aim to raise a further £400,000 for this vital work. We are now seeking an inspired and engaged Order Member to join our motivated and harmonious team as *Finance and Systems Director*.

You will be a member of the Directors' Team which shapes and implements the strategic direction of FutureDharma. The other members of the Directors' team are Nandavajra (Director and Programmes Director) and Amalavajra (Fundraising Director). You will also serve on the Grants Board, which makes decisions on small grants and recommendations to the board of Trustees on major grants.

This role is full-time and we are looking for someone who can make a long term commitment to FutureDharma. Given the nature and level of responsibility we are also looking for a member of the Triratna Buddhist Order, who will also help provide a context for further spiritual development through the practice of team-based right livelihood.

#### Finance responsibilities include:

- Working with the Directors and Trustees to design and implement a funding strategy for the International Council's Dharma project priorities.
- Working with the Fundraising Director in setting and monitoring fundraising objectives.
- Leading and managing the annual budget process along with ongoing monitoring of the budget and financial position of the organisation in coordination with the Directors – providing regular reports of actuals against budgets. This will include regular reforecasting and financial modelling.
- Leading work to implement new or adjusted ways of working, work flows to improve efficiency and effectiveness of the organisation financial processes.
- Leading on treasury management including foreign exchange and cash flow, and maintaining banking, payroll, and bookkeeping services.
- Completing all appropriate financial returns, such as Gift Aid Claims to HMRC and annual accounts to the Charity Commission.

- Leading the development and production of financial management reports for the Trustees, Directors' Team and donor reporting.
- Managing FutureDharma's bookkeeper (currently Lokabandhu).

#### **Systems responsibilities include:**

- Shaping our IT and other systems to help Mitras and Order Members to give easily to FutureDharma, India Dharma Trust and perhaps in time to other Triratna charities
- Holding a broad and in depth understanding of how FutureDharma's IT and financial systems interact
- Troubleshooting, improving and developing systems
- Responding to the systems needs of fundraising campaigns
- Prioritising systems developments and mediating between differing needs and priorities
- Managing our Systems and Database Manager (currently Satyadarshin)

#### **Skills and Characteristics:**

- Essential:
  - Inspired and motivated by being part of the dynamic, forward-looking team
  - Committed to Sangharakhita's vision of sangha and Dharma practice
  - Has a strong numerical background and is confident in the production of financial reports, models and budgets
  - Confident in managing substantial sums of money
  - Clear and confident communicator, whether face-to-face or in writing, with the ability to clearly explain finance and systems complexities
  - Significant experience in working with Excel's formulas and functions
  - Strong critical thinking skills, ability to problem solve and be resourceful
  - Conscientious and reliable
  - Has the sensitivity and ability to manage team members remotely
  - Able and willing to attend in person meetings as required (being based in the UK is desirable but not essential)
- Preferred:
  - Qualified accountant or accountancy experience.
  - Proven ability to develop organisational level budgets and the systems to monitor and manage progress against them
  - Previous executive level experience developing digital and technology strategy
  - Experience in working with Salesforce, Mailchimp, Quickbooks and web platforms
  - Well 'networked' in Triratna

#### **Location**

This is a remote working role with a significant online communication component. In person meetings are usually held in South London, or at Adhithana in Hereford.

### **Financial Support**

You will receive the UK Real Living Wage of £16,926 for a 35 hour week (or £19,565 if you live in Greater London). If you have additional financial needs due to dependents or long term health issues, then an additional supplement may be considered. In addition to base salary, our support package also includes 8 weeks paid leave per year (including bank holidays), a generous retreat allowance, home working expenses and pension contributions.

### **Application process**

The closing date for applications is **30th September** and we expect to interview for these posts in the week beginning **12th October**. Ideally the successful candidate will be able to commence the post in Dec 2020 / Jan 2021. Please send applications to [nandavajra@futuredharma.org](mailto:nandavajra@futuredharma.org)