



Title: Finance Officer - Part-Time, Remote Role with FutureDharma Fund

Are you a dedicated Finance professional looking for a unique opportunity to contribute to the future of the Dharma and the Triratna movement? Do you thrive in a collaborative environment with like-minded Buddhists? If you're an experienced and skilled Finance professional, this role might be the one you've been waiting for.

About FutureDharma Fund:

FutureDharma Fund is on a mission to empower the international Triratna Community with the resources it needs to provide a path of liberation for all beings. Since our launch in 2016, we've supported 45 international Triratna projects, including those of the India Dharma Trust.

The Opportunity:

We are now seeking an inspired and engaged Order member, or Mitra training for ordination, to join our skilled, dynamic, and harmonious team as a Finance Officer. This is a part-time position, for **14 - 21 hours a week**, subject to negotiation.

Key Responsibilities:

The Finance Officer will design and implement funding strategies for FutureDharma priorities, manage annual budgets, and oversee financial reporting and compliance. This role includes treasury management, improving financial processes, and ensuring efficient interaction between IT and financial systems to support fundraising campaigns. The Finance Officer will also manage financial returns, grant recommendations, and supervise the bookkeeper (Visarada).

Please see the job description for more details.

Team:

You'll work closely with Nandavajra (FutureDharma Director), and with Kusalaraja (Fundraising and Communications Director). You'll also be part of a wider team including, Karunatarra (Head of Major Relationships), Sugarbha (Major Donor Fundraiser), Alex Ling (Communications Officer), Jnanaruchi (Programmes Manager), Varabandhu (Fundraiser), and Visarada (Bookkeeper).

Our Approach:

Our trustees represent Triratna's Three Strands, and we take our strategic lead from the International Council.

Application Process:

If you would like to apply, you will need to **submit an application along with your CV**. For a detailed job description and the application form, please download the documents from our website. All applications should be sent to directors@futuresdharma.org. If you wish to have an informal discussion about the role, please email in the first instance to arrange a call.

Application Deadline: 27th June 2024

Interview Dates: 4th / 5th July 2024 (online)

Start Date: as soon as possible (preferably w/b 5th Aug 2024)