

**Job Title**

Finance Officer

**Hours**

Part-time, 17.5 - 21 hours per week (subject to negotiation)

**Reports to**

FutureDharma Director

**Summary of role**

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 and supervise the bookkeeper (Visarada).

**Team Context**

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, Karunatarata (Head of Major Relationships), Sugarbha (Major Donor Fundraiser), Alex Ling (Communications Officer), Jnanaruchi (Programmes Manager), Varabandhu (Fundraiser), and Visarada (Bookkeeper).

**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 re-forecasting and financial modeling.
- Leading on treasury management including foreign exchange and cash flow, and maintaining banking, payroll, and bookkeeping services.
- Leading the development and production of financial management reports for the Trustees, Directors' Team and donor reporting.
- Managing and completing all appropriate financial returns, such as Gift Aid Claims to HMRC and annual accounts to the Charity Commission in coordination with the Supporter Care Manager, Bookkeeper and Directors.

- Advising the Directors on financial plans of prospective and ongoing grant recipients
- Advising Directors on implementing new or adjusted ways of working, workflows to improve efficiency and effectiveness of the organisation financial processes.
- Managing FutureDharma's bookkeeper (currently Visarada).

## **Training**

Training will be offered to the right candidate based on a discussion of the needs and priorities of the individual and FutureDharma.

## **Location**

This is a remote working role with a significant online communication component. Under normal circumstances your attendance would be expected at in-person meetings held in London every 6 weeks for 2 days for a full team meeting and a 1 day Directors meeting. Twice a year we hold team residential events, for 5 days, at Adhithana that you would also be expected to attend and take a leading role in.

## **Financial Support**

If you live in the UK you will receive the Living Wage equivalent to £11.44 per hour (or the 2023 Real Living wage £11.95 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 the base salary, our support package also includes 40 days paid leave per year (including public holidays), a generous retreat allowance, home working expenses and pension contributions.

## **Skills and Characteristics:**

- Essential:
  - Inspired and motivated by being part of the dynamic, forward-looking team
  - Committed to Sangharakshita'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
- Experience in working with Quickbooks, Beacon, Salesforce, and web platforms
- Well 'networked' in Triratna