



FINANCE ADMINISTRATOR - FUNDRAISING

CoppaFeel!

Based at Boob HQ, London

FULL TIME - 37.5 HOURS, PERMANENT

SALARY - £24,000 based on experience

About CoppaFeel!

CoppaFeel! exists to educate and remind every young person in the UK that checking their boobs isn't only fun, it could save their life. We are the first breast cancer charity in the UK to create awareness amongst young people, with the aim of instilling a new healthy habit that could one day save their life.

We are a very small team which, collectively, has one almighty big voice. We were founded out of a need to right wrongs, and when we hear of more people diagnosed late, or young people dying from this disease, we know there isn't a more powerful reminder to get up out of bed every morning.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here, we will do all we can to make sure this doesn't continue to happen.

THE ROLE

We are seeking an enthusiastic Finance Administrator to join our team at CoppaFeel!. Contributing to the running of our financial systems and processes, the successful applicant will also be providing financial information to support the fundraising team.

We are looking for an enthusiastic person who wants to develop their career in charity finance, who will support our Director of Business Support looking after CoppaFeel!'s finances. You will be happy with data entry and working across our fundraising and finance systems to ensure donations are coded correctly and

donors are thanked in a timely way. This role requires reconciling income from many different fundraising platforms and working with our external financial provider ExcluServ.

KEY RESPONSIBILITIES

- Financial transaction processing including downloading invoices from website accounts, raising purchase orders, processing invoices payable or expense claims, raising invoices and requests for donations
- Coding income and reconciling donations to ensure income is attributed to the appropriate areas and notifying the fundraising team when donations arrive and invoices are paid
- Assisting with Bank reconciliation
- Managing fundraising platforms to ensure smooth running of donations arriving and working with the Fundraising Executive to keep a record of income due in
- Contributing to accurate financial ledger codes to allow the accurate generation of regular management accounts and finance reporting
- Entering financial and fundraising information into spreadsheets and databases manually and through mass uploads from fundraising platforms (e.g JustGiving)
- Support the Director of Business Support with the annual audit and annual report
- Contribute financial information to the fundraising team for the purposes of funding applications to trusts and foundations and impact reporting
- Support the Director of Business Support with Gift Aid claims and accurate record keeping of donors Gift Aid declarations

POSITION IN ORGANISATION

This role sits within the operations team and reports to the Director of Business Support.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

Excellent organisational skills

Ability to work collaboratively with colleagues

Good communication skills both written and verbal

Computer literacy, with strong Excel skills

Bookkeeping experience and / or qualification

Desirable

Experience working with Finance platforms (ideally Xero)

Previous volunteer experience within the charity sector

MAIN BENEFITS, TERMS AND CONDITIONS

Annual Leave entitlement (+ public holidays, your birthday and our founders' anniversary)

Benefits: Active fund, Employee Assistance Scheme

DIVERSITY & INCLUSION

At CoppaFeel! we support a diverse range of communities and we understand that diversity within our team is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognize the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.

Recruitment process

Please submit a copy of your CV and a covering letter via our website. The closing date is 3pm on 16th September. First round interviews w/c 20th September, second round interviews w/c 27th September. Due to the volume of applications, only candidates invited to interview will be contacted.