

Job Description

Position Details

Job Title:	Finance & Fundraising Assistant
Department:	Finance & Fundraising
Location:	Bognor Regis
Type of Contract:	Permanent
Salary:	£9,253 per annum (FTE £23,133 per annum)
Hours:	14 per week (FTE 35 per week)
Reports to:	Finance Manager

Background Information:

4Sight Vision Support was established in 1921 to support blind and sight impaired people living in West Sussex. We currently support around 3,800 clients, however, there are an estimated 36,000 people living with sight loss in our County.

Our mission is SEE – Support, Enable, Evolve. We are dedicated to supporting and engaging with people across West Sussex who are blind or partially sighted. We empower them by providing tailored support, building confidence, and promoting inclusivity. We are caring, forward-thinking and trusted, and we want everyone involved with our organisation to see that and feel like part of our family.

Purpose of Job:

To provide efficient and effective administrative support across finance and fundraising functions, ensuring the smooth operation of the charity's financial processes and supporting fundraising activities.

Financial Responsibility:

- Support the Finance Manager in meeting accounting, reporting, and governance requirements.
- Provide administrative support to both the finance and fundraising functions.

Decision Making Responsibility:

Any decisions need to be discussed with the Finance Manager prior to any action being taken.

Main Accountabilities:

Section 1 – Financial Processing & Record Keeping

1. Process all income (cash, cheques, BACS, and card payments) and record on QuickBooks and Donorfy.
2. Reconcile card payments including fees and payment portals.
3. Enter purchase invoices onto QuickBooks and assist with payment runs.
4. Maintain and reconcile petty cash.
5. File and maintain financial records.

Section 2 - Income & Fundraising Administration

1. Process fundraising income and update Donorfy records.
2. Process fundraising payment requests (e.g. 200 Club).
3. Administer 200 Club including reminders, draws, records and correspondence.

Section 3 – Donor Care & Fundraising Support

1. Make thank-you calls and send letters for donations up to £100.
2. Support funding applications and general fundraising administration.

Section 4 – Reporting & Finance Support

1. Support club income reporting and annual returns.
2. Liaise with clubs regarding cash floats.
3. Prepare Access to Work claims.

Section 5 – Communications & General Administration

1. Manage Finance email inbox.
2. Assist with newsletters and distribution of materials.
3. Prepare staff meeting minutes.
4. Manage refreshments for office and events.
5. Handle post including recording incoming mail, franking and dispatch of outgoing mail.

Section 6 – General Support

1. Undertake general administrative tasks as required.

2. Provide wider organisational support as requested.
3. Any other duties as instructed by the Finance Manager.

Key Working Relationships

1. Finance Manager.
2. Fundraising Manager.
3. Fundraising team members.
4. Colleagues, clients, donors and the general public.

Person Specification

Please note all criteria are essential unless otherwise stated.

1 Specialist Knowledge, Skills and Experience

- 1.1 Good standard of education including English and Mathematics.
- 1.2 Experience in administrative or finance support role.
- 1.3 Experience with financial systems or databases.
- 1.4 Strong numerical and organisational skills.
- 1.5 Good IT and communication skills.
- 1.6 Experience in charity sector is desirable.
- 1.7 Experience with fundraising databases e.g. Donorfy is desirable.
- 1.8 Understanding of basic accounting procedures is desirable.

2 People management skills/ team working skills

- 2.1 Able to work independently and in a team.
- 2.2 Trustworthy and able to handle confidential information.
- 2.3 Be flexible and proactive, capable of using initiative, tact, and discretion.

3 Planning and Organisational skills

- 3.1 Able to proactively plan and manage a varied and busy workload.
- 3.2 Proficient in Microsoft Office, particularly Excel.

4 Problem-solving and creative skills

- 4.1 Have commitment and a conscientious approach to work with attention to detail.

4.2 Resolute team worker and self-motivator.

5 Communication skills

5.1 Excellent oral and written communications skills.

5.2 Friendly and approachable.

6 Equal Opportunities

6.1. Ability to understand and demonstrate commitment to 4Sight Vision Support's Equal Opportunities Policy and to ensure all activities are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public.

7 Special Conditions

7.1 As staff and volunteers of 4Sight Vision Support, we pride ourselves on a common set of values which steer our behaviour. Every team member will conduct themselves with our values at the forefront of everything we do.

7.2 4Sight Vision Support's employees and volunteers are expected to follow policies, procedures, and guidance as well as professional standards and guidelines. Employees are also expected to be familiar and to comply with security guidelines, and health and safety regulations. Copies of 4Sight Vision Support policies can be accessed via the charity Shared Drive or from your manager.

7.3 It is expected that all employees and volunteers will abide by 4Sight Vision Support's need for confidentiality relating to all aspects of its members, work, funding and operation. Staff are reminded that personal information concerning colleagues and volunteers is also confidential.

7.4 4Sight Vision Support is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from diverse backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.