

Role title: Finance Coordinator**Role description:**

At Give Blood 4 Good, our mission is to improve awareness and education surrounding blood donation – particularly in young adults – and encourage everyone who is able to donate to do so. The charity is at an exciting period of development and growth, and as we continue to work to achieve our mission, we're looking for a dynamic, diligent and motivated Finance Coordinator to join our team. The Finance Coordinator's main responsibilities will be to manage our budget, cash flow and OSCR yearly submission.

Role specification:

- Manage bank account and cash flow.
- Manage volunteer expenses.
- Prepare and submit OSCR annual accounts.
- Coordinate annual trustee report for OSCR submission.
- Prepare the annual budget, with input from the core team & trustees.
- Apply for gift aid.
- Attend monthly / bimonthly core team meetings and quarterly full team meetings.

Role requirements and qualifications:

Required

- Strong time management skills. This is a voluntary role, so all work will have to be managed alongside other commitments.
- Excellent interpersonal skills. Able to establish effective working relationships, based on agreed outcomes, with diverse stakeholders, including core Give Blood 4 Good team.
- Show a proactive, resilient attitude to developing the quality and efficiency of their own work.
- Effective communication skills. Updating the core team regularly with any key developments, as well as leading on any fundraising updates in the full team meetings.
- Attention to detail and strong numerical ability to ensure the accounts are managed with accuracy and integrity.

Desirable

- Experience of working within the charity sector.
- Experience of budget development and monitoring.

What will you gain from this opportunity?

- Opportunity to be involved in Give Blood 4 Good's journey and shape the future of the charity.
- Pride in knowing you are doing something amazing. Through increasing donor numbers, you will be saving and improving lives across the UK.



- Opportunity to become a core member of the Give Blood 4 Good team.

Additional information

- We are looking for a 12-month commitment minimum.
- Travel and other expenses will be reimbursed in line with the Give Blood 4 Good expenses policy.
- Some travel will be required to attend external meetings (e.g. with Scotblood).

Application

Please submit a CV and short cover letter detailing why you feel you are suitable for the role to hello@giveblood4good.org

Applications will remain open until a suitable candidate is found.