

## Financial and Business Controls Analyst - Fundraising

<b>Job Level</b>	<b>L4</b>	<b>Kornferry Function</b>	<b>Analytics and Data Science</b>
<b>Directorate</b>	Fundraising, Marketing and Communications	<b>Function/Service</b>	Fundraising Operations
<b>Direct Reports</b>	<b>0</b>	<b>Indirect Reports</b>	<b>0</b>

<b>Purpose</b>	<p>Using large data sets from a variety of sources, this role will manage the analysis and reconciliation of all donation income ensuring that all financial and supporter datasets are accurate before they are committed to the database.</p> <p>This role is responsible for quality assuring the data we receive, identifying processing or system errors and their root cause, putting forward suggestions for solutions to avoid re-occurrence.</p> <p>The post-holder will be the lead on our annual financial audit, working closely with the auditors to assure our processes and evidence any donations required. They will implement any recommendations and maintain procedural documents to align with internal and external policy and regulations.</p>		
<b>Budgetary responsibility/ accountability</b>		<b>Accountability for other resources</b>	<ul style="list-style-type: none"> <li>Fundraising financial and business control procedure documents.</li> </ul>
<b>Key Responsibilities</b>	<p><b>Income processing analysis:</b></p> <ul style="list-style-type: none"> <li>Reconciliation of fundraising donation data to the finance database, using both systems to assure receipt of all expected income and data.</li> <li>Analyse our financial data to ensure its integrity, confirming that all fundraising income is processed in line with charity SORP standards.</li> <li>Identify and resolve all anomalies in the data to ensure full transparency of our banking discrepancies, refunds and chargebacks to enable claiming Gift Aid from HMRC with confidence.</li> <li>Collaborate with the relevant teams across the organisation to ensure that fundraising income is posted to the correct control accounts in order to maintain a clear audit trail.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>Act as a lead on income reporting projects where required, ensuring that all stakeholders provided with the relevant reporting to fulfil our fundraising obligations.</li> <li>Lead for Fundraising in financial audits, ensuring all outcomes are acted upon and any procedure changes required are adopted by relevant stakeholders and teams.</li> <li>To provide feedback and analysis to fundraising stakeholders on payment channels and new activities, highlighting key achievements and obstacles.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Provide management reports on our month end reconciliation ensuring that senior stakeholders are aware of any issues that prevented successful income allocation to their areas.</li> </ul> <p><b>Compliance:</b></p> <ul style="list-style-type: none"> <li>• Research, develop and publish all procedure guidance surrounding donation handling and ensure audit adherence to the procedures, to minimise risk as the result of poor data management.</li> <li>• Analyse and assure data on the system to ensure that we are operating within regulations, highlighting areas of risk and offering advise on how to adjust working practises to assure compliance.</li> </ul> <p><b>Continuous Improvement:</b></p> <ul style="list-style-type: none"> <li>• Proactively seek out areas for improvement that will help financial and supporter systems work better together using technology to ensure that income and data is processed within SLA.</li> <li>• Use your expertise to input in to finance and fundraising projects to deliver new system or process improvements as required.</li> </ul> <p><b>Team Member</b></p> <ul style="list-style-type: none"> <li>• Support other team members</li> <li>• Actively participate in all team meetings</li> <li>• Work and behave in accordance with all BRC policies and procedures.</li> <li>• Uphold the fundamental principles of the Red Cross and act with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).</li> </ul> <p><i>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</i></p>
<b>Knowledge &amp; Skills</b> <i>*Essential</i>	<ul style="list-style-type: none"> <li>*Proficiency in all Microsoft Office packages with advanced knowledge of Excel.</li> <li>*Curious and analytical with a drive to solve problems</li> <li>*Confident in dealing with issues and delivering solutions independently</li> <li>*Demonstrable ability to work in a highly organised and methodical way</li> <li>*Ability to refine and present complex information in an accessible format</li> <li>*Familiarity with the GDPR particularly in relation to data processing and retention</li> </ul> <p>Understanding of the Gift Aid scheme and Charities Statement of Recommended Practice (SORP) accounting guidelines</p>

<b>Experience</b> <i>*Essential</i>	*Experience of managing and manipulating data on databases, including building queries and extracting data for analysis. *Experience of quality assuring the accuracy of large data sets. *Delivering management reports and data analysis. *Experience of writing and maintaining process manuals to a high degree of detail needed to provide assurance to our auditors. Experience of reconciling and maintaining financial information Working in a fundraising environment
<b>Additional requirements</b>	Occasionally required to work out of hours to meet deadlines. In person attendance at London office in line with our flexible working policy.

<b>Pre Engagement Checks</b> Highlight bold as required	
DBS- England & Wales	None
PVG- Scotland	None
Access NI- Northern Ireland	None
Driver Check	No

<b>Role Reference</b>		<b>Review Date</b>	
-----------------------	--	--------------------	--

*We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.*