



Application: Financial Coordinator

LifeMosaic supports communities and movements to protect their rights, territories and cultures and to vision and determine their own futures. We work with indigenous communities in Southeast Asia, Africa and Latin America who are being marginalised and whose natural resources and cultures are under threat. We also work with visionary communities who are championing community-led approaches to self-determined development and those defending their territories and cultures.

Come join our friendly dynamic team!

Organisation: LifeMosaic (www.lifemosaic.net)

Salary: FTE £33K-38K (pro rata), depending on experience, plus employer contribution to in-house pension scheme.

Working Hours: 3 to 4 days (22.5 to 30 hours) per week.

Location: Working from home or from the office in Edinburgh

Closing date: Applications must be received by midnight 2nd April 2023

To apply: Please apply by sending a CV and a supporting statement to info@lifemosaic.net by 2nd April 2023.

Please include your reasons for applying for the job; how you meet the essential and desirable experience and skills as set out in the job description; and contact details for two referees.

Please note: we will be reviewing applications and interviewing on an on-going basis so this advert may close earlier than advertised depending on the level of response. Early application is therefore advised.

Interviews to take place on or before 12th April 2023.

Job offer to be made by 14th April 2023.

Start Date: 15 May 2023 (earlier start date may be possible).

About LifeMosaic

LifeMosaic supports communities and movements to protect their rights, territories and cultures and to vision and determine their own futures. We work with indigenous communities in Southeast Asia, Africa and Latin America who are being marginalised and whose natural resources and cultures are under threat. We also work with visionary communities who are championing community-led approaches to self-determined development and those defending their territories and cultures.

LifeMosaic is an indigenous rights and community empowerment organisation and our work is rooted in mandates from indigenous movements. We are currently working towards organisational growth and transformation that would allow us to empower more communities to protect their threatened cultures, ecosystems and lands.

The role

We are seeking a Finance Coordinator to provide us with the capacity to accelerate organisational growth to broaden our reach and deepen our impact. This is an exciting, interesting and varied role with opportunity for development. This post aims to unlock organisational growth further, particularly to help to expand the organisation in a sustainable way to meet the increasing demand that we are experiencing from indigenous partners and movements.

The successful applicant will be working closely with the Executive Director and the Board of Trustees, as well as with funders, staff, and partner organisations.

The Finance Coordinator post will cover:

Financial management and administration

- Manage and maintain financial record keeping, transactions, bookkeeping; management accounts, banking, payroll and insurance, including working with a range of foreign currencies;
- Monitor expenditure and prepare and manage regular budgets and reports for the Executive Director, the board and funders; and annual financial statements for the Office of the Scottish Charity Regulator (OSCR) and Companies House;
- Receive all receipts and ensure expenses payments are appropriately reimbursed;
- Ensure compliance with OSCR, Companies House, Her Majesty's Revenue and Customs (HMRC), pension fund manager and insurance requirements;
- Negotiate and where required put in place Partnership Agreements or Funding Agreements with external organisations;
- Prepare for, attend, record, and provide verbal and written reports for regular meetings with the Executive Director and staff, as well as for board meetings; and
- Work flexibly on occasion, as required by LifeMosaic, and carry out any other reasonable duties as required by the Executive Director and Board of Directors.

Fundraising and donor management

- Assisting with fundraising through the provision of detailed project and institutional budgets;
- On occasion, support LifeMosaic's partners to apply for and report on joint funds;
- Monitor fundraising income and its relation to budget forecasts and reports;
- Liaise with colleagues and partners to develop high quality updates, proposals, budgets and reports in line with deadlines;
- Track our commitments to partners and funders, and ensure project implementers are on schedule;
- Manage budgets, reporting requirements and related compliance including audit matters in relation to multi-year funders, including international public sector funders;
- Contribute to overall strategic and budget planning as required; and
- Actively participate in fundraising team meetings and events.

Essential qualifications, experience and skills

The following provides an indication of the qualities we believe will provide a good fit, but not all suitable applicants may have all of these. If you would love to do the job, and believe you can demonstrate abilities that will enable you to succeed in the position, we are still keen to hear from you.

Qualifications, Skills and Experience

- Fully qualified, or part-qualified chartered accountant from a recognised professional institution with at least five years of relevant experience in financial or management accounting;
- Demonstrable knowledge, experience and understanding of the key principles and methods of fundraising from trusts and foundations and/or major donors and related management and reporting;
- Proven fundraising and fund management skills including experience in creating and managing budgets;
- Excellent written and verbal communication skills, with the ability to engage and inspire different audiences through proposals, presentations and other tools;
- Ability to understand and summarise complex information and align donor interests with different areas of LifeMosaic's work;
- Proven experience of intricate financial management (including fund accounting), management accounting and bookkeeping;
- Experience of complying with detailed funder requirements, including in relation to public sector funding; and
- Highly computer literate with excellent Microsoft Excel skills.

Commitment

- Passionate and demonstrable commitment to LifeMosaic's values;
- Passion for social and environmental justice and an ability to enthuse and inspire others to support LifeMosaic's work;
- Excellent attention to detail, timeliness and accuracy;
- Proactive and self-motivated, with ability to use own initiative and self-manage;
- Ability to handle pressure and tight timescales calmly, meeting and monitoring deadlines and targets;
- Highly organised and efficient, with excellent communication skills;
- Impeccable record of honesty, transparency and probity; and
- Ability to be part of a small, long-distance, international team.

Additional desirable experience

- Experience of using VT Transaction+ or other well-known, 'off-the-shelf' accounting software;
- Experience of using Moneysoft Payroll Manager, or other proprietary payroll software;
- A knowledge of charity accounting and an understanding of the charity/third sector;
- Experience in working with a range of foreign currencies;
- Experience of working with a wide range of diverse, international stakeholders;
- Knowledge of Spanish, Indonesian and/or French language(s).

Please note:

The successful applicant should have the right to work in the UK.