**Job Title**  Project Finance and Fundraising Administrator

**Department** Finance & HR

**Reports to** Head of Finance

**Primary Objectives**

* Contribute to the delivery of the OCT mission of ‘Connecting us with our Oceans’ by taking responsibility for the accurate and timely processing of all donations, grants and fundraising income to the charity, managing the donor database and producing income reports for internal and external stakeholders.
* Provide finance & administrative support to the Finance department with a focus on our funded projects.
* To adhere to the Core Values of the OCT which are: Positivity, Respect, Integrity, Diversity and Inclusion and Engagement

**Main Duties:**

* To provide finance administrative support to the Finance department as well as the Marketing and Fundraising teams.
* Deliver excellent financial administration with a focus on recording and processing project income and expenditure, compiling claims documents for project funders and lead partners, liaising with the project teams to ensure record keeping in line with funders’ requirements.
* Support the Finance team to monitor project income and restricted income streams.
* Work across both the Finance and Fundraising teams to accurately input and maintain donations data, memberships, direct debit receipts and Gift Aid declarations, ensuring all are processed and recorded with the highest degree of accuracy and confidentiality, and with the highest standards of donor care.
* Be the day-to-day point of contact for our funders, donors, and project partners.
* Support and provide cover at busy times for the wider finance department including cash management and purchase ledger.
* To always work in line with the OCT Mission and Values, working with others to provide a supportive, responsive environment and service.
* To always present a positive image of OCT, through every aspect of your work.

**Person specification:**

* Financially minded with the ability to maintain high levels of accuracy at all times
* Highly organised with excellent customer service and administrative skills and able to work as part of a busy team.
* A key player in the day-to-day operation of the Finance and Fundraising operations, ensuring efficiency and accuracy including general administration, processing donations, answering telephones and emails.
* Knowledge of, or experience in charity finance particularly donations, grant funding and restricted income.
* Has excellent IT skills, especially in MS Office packages, with a particular strength in Excel
* Knowledge of, or experience in using databases and accounts packages i.e., Sage, Raisers Edge.
* Enthusiastic, positive and possess a commitment to provide a high-quality service
* Organised and methodical with the ability to plan, prioritise and re-prioritise tasks to ensure deadlines are met.
* Has knowledge of GDPR.