

Fundraising Officer

Position Description

Title of position:	Finance Officer
Reports to:	Chief Executive
Term of position:	Reviewed after 1 year
Type of role:	Voluntary

Organisation Overview

Melanin Medics is a non-profit charitable organisation for the present and future African and Caribbean doctor. Our mission is to promote diversity in Medicine, widen aspirations and aid career progression through educational programmes, social empowerment and valuable resources. We are focused on implementing positive, practical solutions to support African and Caribbean aspiring medics, medical students and doctors in the UK who have been found to face a number of challenges on their career journeys.

Founded in 2017, Melanin Medics serves over 900 members collectively within our networks of aspiring medics, medical students and doctors. Melanin Medics is committed to being a representative voice for both the current and future African and Caribbean doctor in the UK.

We believe that the power of our organisation comes from the passionate people who believe in our mission and similarly desire to make a difference to those around them. Melanin Medics is a rewarding working environment that provides our team with a strong sense of achievement and recognition for the important work we do.

Job Overview

Finance Officer is responsible for overseeing the financial operations and financial planning of the organisation.

Responsibilities and Duties

- Oversee the financial strategic planning of the company by evaluating its performance and potential risks.
- Creating financial reports.
- Managing money handling, accounting, and bank processes.
- Perform regular financial analysis.
- Develop budgets that meet the requirements of company departments.
- Ensure compliance with financial guidelines.
- Recognize patterns in company spending, revenue, and recommend solutions to any problem areas.
- Coordinate with external financial entities on behalf of the organisation.
- Must play an active role in engaging in Melanin Medics Projects, for the operational year

Essential Selection Criteria

- Financial management experience.
- Relevant knowledge of accounting principles, and financial analysis.
- Knowledge of the charity sector.

To apply: please complete the Application form and submit your along with the names and contact details of two references via <https://tally.so/r/meqQKx>. **Deadline:** 30th of June 2022

- Computer literacy.
- Strong analytical skills.

Desirable Selection Criteria

- Experience working in a not-for-profit organisation or charity role with exposure to the not-for-profit sector would be an advantage
- Sound negotiation skills
- Higher Education Qualification in Accounting or Finance.

Organisational Relationships

- Reports to the Chief Executive
- Manages significant projects and/or functions, including responsibility within the organisation for financial development
- Work with other staff in finance roles: Grants Manager, Operations Manager & Chief Executive