

# Fundraising & Finance Associate

**Fixed term role: January - April 2021 (with possibility of extension)**

Short-Term UK appointment; home-based

Salary band (dependent on experience): £35,000 - £45,000 pro rata

## About Open Ownership

Open Ownership drives greater corporate transparency across the world by making it easy to publish and access high quality, linked data about who owns companies. We focus on beneficial ownership transparency and are supporting nearly 40 countries across the world helping them implement or improve their Beneficial Ownership (BO) registries and data.

Our multidisciplinary team works closely with technical and policy implementers, advising them on all aspects of BO implementation. To support our donor funded technical assistance programmes, we have developed a broad range of implementation tools and products, including the [beneficial ownership data standard](#) and the [Open Ownership Principles](#).

## Purpose of the contract

Open Ownership recently secured additional funding to continue its country, technical and policy support to governments implementing beneficial ownership reforms.

**The opportunity is time bound and we are seeking a candidate who is able to start as soon as possible, ideally in mid January.** The successful candidate will work closely with Open Ownership's Director of Finance and Human Resources to support the upscaling of Open Ownership's internal systems, processes and delivery to meet our growing international work.

## Key tasks and responsibilities

### *Support of the Fundraising Function:*

- Regular review and update activity timelines for existing grants and monitor / remind teams of donor timeframes;
- Oversee the compilation of narrative reports to donors;
- Support the compilation of financial reports to donors;
- Fulfill donor requests as they come in or advise relevant team member;
- Ensure the pipeline of prospective supporters is actively managed, with new prospects added on a regular basis and new communications information updated;
- Ensure compliance with all donor grant agreements.

***Support of the Finance and HR Functions:***

- Reconciling monthly transactions;
- Processing invoices, reimbursements and credit card payments;
- Assisting in the monitoring of budgets;
- Managing financial records and receipts;
- Assist in due diligence checks, contract executions and human resources administration;
- Supporting the Director of Finance and HR with additional tasks as required.

**Candidate Profile**

The successful candidate should have the following key points:

- You will be educated to degree level or able to demonstrate a similar level of insight and experience.
- You will have 3 years experience of working or volunteering in a non-profit environment;
- You will ideally have experience of working in an international NGO and of managing or assisting with fundraising and/or finance tasks.
- You must have strong numeracy and excellent excel skills.
- You will possess excellent interpersonal and relationship-building skills along with excellent communication skills, both written and verbal.
- You will have a good understanding of grant management and funder stewardship.
- You will be able to self-organise and work autonomously in a remote organisation, working from home.

This is a UK based role. Applicants must have the right to live and work in the UK and be resident in the UK.

**Application Process**

To apply, please provide a C.V. summarising relevant experience and a brief 1-page cover letter on why you are suitable for the role and what experience you would bring to the organisation.

Please send the above to [recruitment@openownership.org](mailto:recruitment@openownership.org) by **midnight Sunday 10th January 2021**.

The selection process will consist of a panel interview during the second week of January.

#ENDS