



20 Gloucester Place
London W1U 8HA

Tel: +44 20 7486 7760
Fax: +44 20 7224 2744
www.prismthegiftfund.co.uk

Finance & Administration Assistant – Collective Fund

PRISM THE GIFT FUND, LONDON W1U 8HA

SALARY: £18,000-£20,000

START DATE: ASAP

DEADLINE FOR APPLICATIONS: 27/10/2017

An exciting opportunity for a pro-active and energetic individual with excellent numerical and organisation skills to join a small team at our offices in Marylebone. This role has been newly created to support the Collective Fund team with data processing as well as other financial administration and office tasks.

OVERVIEW OF THE ORGANISATION

Prism the Gift Fund is a UK registered charity, and company limited by guarantee in England and Wales. Our mission is to increase the flow of funds into the charitable sector which we deliver through 3 key offerings:

- **Donor Advised Fund (DAF) services** to HNW / UHNW individuals & families who channel their national and international philanthropy through Prism the Gift Fund as a time, cost, and tax effective alternative to one's own grant making foundation.
- **Collective Fund services** - charitable, finance, and governance infrastructure - to groups who want to create brands or projects of a charitable nature under the auspices of Prism the Gift Fund. The Collective enters into a relationship with Prism, benefiting from our charitable expertise and where we provide the administration, due diligence and disbursement of the funds raised in their name.
- **Foundation administration** - Prism can assist foundations with a whole host of services to ensure that the foundation runs smoothly, at a much lower cost than a staff member and an office.

The service offerings have increased exponentially in popularity over the last five years, with the charity's income and grant making last year being in excess of £25 million and £10m respectively.

KEY RESPONSIBILITIES

- Maintain accurate information on Prism's internal database
- Input data into SAGE accounting system
- Support the Relationship Managers in maintaining the financial process to ensure all financial data is captured and reported on a timely basis
- Work with the Collective Fund team to capture relevant account management information
- Assist the Head of Internal Systems and Operations to support the administration of Collective Fund services
- Ensure thank you letters are drafted and sent to donors
- Assist with answering the phone and fielding enquiries
- Maintain an organised paper and computer filing system
- Work with the wider team to provide administrative support
- Support and deliver other projects and tasks in line with developing your skills and experience



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PERSON SPECIFICATION

- Graduate or equivalent mix of professional qualifications and experience
- Excellent organisation and administration skills
- Strong oral and written communication skills
- Strong numerical skills
- Analytical skills with the ability to identify key points from complex material
- Highly proficient in Word, Excel, PowerPoint and databases
- Professional interpersonal and communication skills to a wide range of people at all levels of situations on the phone, face to face and in writing, for engagement with staff, Trustees and external contacts
- Able to prioritise a varied and fast paced workload
- Able to make judgement as to when to take the initiative
- Self-motivated, proactive and solution driven in approach
- Passionate and interested in the charitable sector

Please send your CV and Cover Letter to alison@prismthegiftfund.co.uk by 27/10/2017.