

Job Description: Funding and Finance Co-ordinator

Job Title:	Funding and Finance Co-ordinator
Salary:	£32,000
Job Location:	Ace of Clubs, Clapham, SW4 7AS – onsite
Hours:	Full-time (37.5 hours per week) 9am – 4.30pm (inc. a 30 min paid break each day)
Reports to:	Director
Contract Length:	Permanent (subject to 6 months' probationary period)

About Ace of Clubs, www.aceofclubs.org.uk

Ace of Clubs is a community-based charity providing transformative support for people experiencing homelessness or adversity. We provide for their immediate needs including safety, food, warmth, clothing, laundry, showers, IT suite and access to casework and healthcare, all onsite.

Ace of Clubs is a place where those who are feeling isolated or marginalised can find acceptance, a sense of belonging and renewed purpose.

In 2025, we marked Ace of Club's 30th year; so this is a pivotal time to join the charity as we build on many of the enriching activities that took place throughout the year - involving the people who use our service, our volunteers, supporters and staff.

Team at Ace of Clubs

Governance: A Board of Trustees and a Trustees Management Committee (voluntary)

Staffing: Director(F/T), Centre Manager(F/T), Senior Support Worker (0.6), Support Worker(F/T), Volunteering and Community Co-ordinator, Chef(F/T), Driver (0.7)

Funding and Finance Co-ordinator is a new post at Ace of Clubs.

Volunteers: Around 80 individual volunteers a year and 70 corporate volunteer teams

Service Providers: There are a number of other service providers on site at Ace of Clubs complementing our support services - including Caseworkers and Outreach teams, NHS physical health, mental health teams, podiatry, housing support, employability and others.

Role Description

Funding and Finance Co-ordinator

Ace of Clubs is at an exciting stage of growth, with increasing impact across our services. To continue delivering high-quality support to people experiencing homelessness—while ensuring long-term financial sustainability—we are seeking a dedicated Funding and Finance Co-ordinator.

This is a pivotal role, supporting the co-ordination and administration of our income, fundraising activity, financial management, cost efficiency, impact data, and funding reporting. You will contribute directly to the organisation's sustainability, growth, and financial accountability, working closely with our Volunteer Treasurer and the Director - who provides strategic oversight whilst remaining actively involved in the day-to-day operations.

You will help co-ordinate and develop a range of income streams and funding projects, including individual giving, community fundraising, events, corporate partnerships, and trusts and foundations. The role also involves supporting new fundraising opportunities, monitoring impact and fundraising data, stewarding donors through engagement and communications, and assisting with funding applications and reporting.

Alongside this, you will play a key role in the day-to-day financial administration of the charity. This includes tracking income across multiple platforms, monitoring expenditure, and producing reports to support forecasting and strategic planning.

You will also support the administration and review of core organisational contracts, such as utilities, insurance, IT, and HR, helping to ensure value for money and operational efficiency.

Working collaboratively with colleagues and partners, you will help gather and present impact data across our services, tailoring this for both internal use and external stakeholders.

This is a varied and rewarding role, suited to a highly organised administrator with strong Microsoft Office skills (particularly Excel), excellent written and numerical ability, and a keen eye for detail. You should be comfortable working with data and finances, whilst also engaging confidently with a wide range of people—including donors, partners, volunteers, and guests. An understanding of, and empathy with, the homelessness sector is essential.

Key Responsibilities

1. Fundraising and Impact

Supporter relations (our donors, i.e. individual, community, grant)

- Co-ordinate supporter relations including acknowledgements and banking of fundraising income.
- Co-ordinate related fundraising communications.
- Support the monitoring and reporting to grant givers (includes summarising outcomes, data, collating, photos, case studies, written updates and impact reports etc).
- Support the applications for smaller grant applications.

Impact and Data

- Track, categorise and summarise fundraising income for quarterly reporting purposes.

- Collate quarterly service delivery data and assist in producing reports, graphs and visual materials to demonstrate service impact and outcomes.
- Collate case studies, photos and other narrative to demonstrate compelling and impactful information about our services.

Fundraising Event Co-ordination

Note: In 2025 we organised our first, successful Banquet of Hope – supported by a range of corporate partners, volunteers and supporters. We are keen to hold a similar event again, but we are also open to developing other new ‘Ace’ fundraising events for the future.

Support the Director (alongside volunteers) in planning and delivering annual fundraising events (e.g. Banquet of Hope).

- Administer event finances, including income tracking and expenditure monitoring.
- Monitor bookings and sign-ups.
- Source and manage prizes, co-ordinate ticket sales/bookings and table planning.
- Make connections and liaise with business/corporate sponsors.
- Support event-related marketing and communications.
- Support the co-ordination of any other events at Ace, i.e. our annual Open Day or new events developed.

Room Hire and Income Generation

This is a new project for Ace that has had the agreement from our Trustees and Management Committee. The aim is to utilise our space here at Ace of Clubs largely outside of the times our charity runs (i.e. evenings/weekends) to offer a new space for hire in the local area, whilst generating a new income stream for Ace of Clubs.

- Work with the Director to establish and manage a room booking system for Ace of Clubs to generate a new income stream.
- Develop and implement marketing and communications to promote room hire.
- Assess the suitability of potential bookings according to our guidelines.
- Ensure sufficient Service Level Agreements.
- Liaise with partners regarding bookings and oversee facilities co-ordination.
- Track and monitor the payments and invoicing etc.

2. Utilities and Contracts Management

- Monitor and review utility contracts, including gas, electricity, water telecommunications, IT and related insurances.
- Ensure contracts deliver best value and meet operational needs.

3. Financial Administration

Support the Director and Treasurer with financial processes and income and expenditure reporting.

- Track daily lunch cash and recording.

- Pay in weekly cash at bank. Check with team for any cash donations.
- Maintain and monitor petty cash float.
- Pay invoices and track these digitally.
- Monitor new standing orders and ensure these are set up with necessary Gift Aid forms.
- Monitor individual (including regular standing orders), community, corporate and trust income across multiple platforms (fundraising platforms, bank etc.) and track these digitally (to support the Treasurer and Director with financial reporting and ensure timely thanking).
- Monitor expenditure recording (petty cash, online orders, invoices, expenses) to support the Treasurer with cash flow updates.
- Maintain accurate financial records and reporting systems.
- Support the Treasurer with logging income on accountancy software (we use SAGE).
- Support the Treasurer with production of financial reports.
- Administer Gift Aid reporting to HMRC.

Person Specification

Essential Experience

- Experience in an administrative role.
- Experience supporting financial processes, including income and expenditure tracking.
- Experience assisting with event planning, fundraising activities or supporter engagement.
- Experience with writing strong and impactful communications, marketing materials, funding applications or cases for support etc.
- Experience with working with numbers, data and analysing data.

Essential Skills and Knowledge

- Strong organisational skills and ability to manage competing priorities.
- Good numeracy and financial literacy and high attention to detail.
- Confident using Microsoft Office (particularly Excel) and online systems, including CRM or donation platforms.
- Excellent written and verbal communication skills.
- Ability to produce accurate reports and data visualisations.
- Strong interpersonal skills and ability to liaise professionally with supporters, sponsors and partners.

Essential Personal Qualities

- Proactive and self-motivated with attention to detail.
- Reliable, trustworthy and discrete, particularly when handling financial and donor information.
- Flexible and willing to support across different areas of the charity's work.
- Able to form positive relationships with colleagues and our partners.
- Solutions focussed, resourceful and resilient.
- Committed to the mission and values of the organisation.

Desirable

- Experience working in the charity or voluntary sector.
- Good level of educational and academic achievement.

- Experience in fundraising, booking/membership or other relatable initiatives.
- Familiarity with bookkeeping/accountancy software (e.g. SAGE) – however, training can be provided for this.
- Experience using email marketing platforms (e.g. Mailchimp) and content management systems (e.g. WordPress) and CRM systems (e.g. Charity Log)
- Experience supporting impact measurement or reporting and presenting this concisely and visually.

Other areas

To undertake other administrative tasks from time to time that are within the scope of the role.

Also, whilst this is not a frontline role, very occasionally staff who are not frontline may need to step in and help if there are unforeseen circumstances (i.e. staff sickness/training).

Line Management and Day-to-Day

You will report directly to the Director.

You will work very closely with the Director and Volunteer Treasurer. It is our aim that the volunteer Treasurer will be able to step back from some of the day-to-day financial tasks with this new post on board, giving them more capacity to work on the more strategic financial tasks for the charity.

You will also be in regular contact with other team members. Due to the high demands on the team, prioritising tasks is essential, but you will be supported in doing so.

Hours, location and time off in lieu

Hours: We are advertising this role as a fulltime role at 37.5 hours per week (9am – 4.30pm). We are open to discussing some flexibility in working hours.

Location: The majority of our team are onsite due to the frontline nature of their roles. Whilst this role is also based onsite, we recognise that some flexibility may be helpful.

Time off in lieu: Occasionally, events or activities may take place outside regular working hours (evenings or weekends) and you are required to work these. While this is hard to predict, we do not expect it to occur more than around six times per year, and time off in lieu will be provided.

Employee Benefits

- 33 days holiday (inclusive of bank holidays)
- Complimentary daily hot lunch and tea/coffee provided on site
- Full induction training programme, supported by Bright HR
- Employee assistance programme
- Contributory NEST pension
- Opportunity for a Blue Light Discount card

***Note:** This service at Ace of Clubs runs 5 days a week, Monday – Friday all through the year including all bank holidays (including Christmas Day) and these are working days for all staff. Annual leave would need to be agreed in order to take off a bank holiday.

Inclusion & Diversity

Ace of Clubs are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the charity and can improve the way we deliver services.

Deadline, Shortlisting, Assessment and Onboarding Process

First Interviews: Tuesday 19th and Wednesday 20th May

For your application you need to submit: (by 10am on Tuesday 12th May 2026)

- A covering letter (no longer than 1.5 sides of A4) which clearly states how your experience demonstrates your Skills, Competencies and Personal Attributes specified in the Personal Specification.
If you do not have direct experience in the charity sector, please consider the skills and experience you have gained in other work, volunteer, studying or extra-curricular activities.
- A CV (no more than 2 pages) that includes Contact Details, Education, Employment, Volunteering/Extra-Curricular (as relevant), 2 x Reference contacts (Employment and Character Reference required). Please also state whether you have a DBS check within the last two years.

Send to: Applications will be via Charity Job

Interview: The interview will involve being asked some questions about your skills, competencies and attributes in relation to the role, which you will respond to verbally.

We will also provide the interview questions on the day in a written format at the start of the interview. You are able to take notes during the interview.

Tip: If you haven't come across this before, one area to explore to help you with interviews is the STAR method – that is think of a Situation, the Task and your contribution, the Action and the Result – you can apply this to questions you are asked.

Assessment: If you are called for an interview, as part of the assessment process, there will be a timed, situational written assessment – handwritten. This will ask questions that relate to the role and you will be required to give a written response to that question. This is to evaluate your writing, IT and reasoning skills, so we have a better idea of your abilities.

In addition, there will be a task set looking at data and an excel spreadsheet.

AI must not be used for this test.

Adjustments

Should you be called for an interview, please let us know of any adjustments required.

Eligibility, DBS Checks and Reference Checks

If you are successful, documentary evidence will be required to confirm your identity, current address and the right to work in the UK.

Any successful applicants will be subject to an Enhanced DBS Check and personal and professional reference checks. Reference contacts are only approached if you receive a job offer.