

Triratna Development and FutureDharma Team: Financial Officer / Bookkeeper Post

The Triratna Development and FutureDharma team is looking for a well organised and self-motivated part-time (up to the equivalent of 2 days a week) Finance Officer / Bookkeeper to cover the bookkeeping and financial management needs of the European Triratna Chairs Assembly Charity and the FutureDharma Fund. This is an opportunity to join a very effective and respected team that serves the development of the Triratna Buddhist Community internationally. The current members of the team are Nandavajra (Team and Fund Director), Mokshini (Centre support and projects), Amalavajra (Fundraiser), Munisha (Safeguarding Officer and Liaison), Prajnaketu (Young Buddhists Co-ordinator), Viryanaga (Project manager), Liz Basset (Donor support and communications) and Utpalavajri (Finance Officer).

The responsibilities are outlined below but are likely to evolve with time:

European Triratna Chairs Assembly

Responsibilities will include:

- Administering TCA bank accounts
- Administer PAYE for Development team and reimbursement of expenses etc.
- Reclaiming gift aid
- Administering TCA Just Giving accounts
- Prepare budgets in consultation with the Director
- Prepare end of year accounts for Triratna Chairs Assembly
- Research and develop financial guidance for Triratna Charities as required

FutureDharma Fund

Responsibilities will include:

- Administration of charity bank accounts
- Administration of PAYE for FutureDharma team members as required
- Tracking and reconciling donations, claiming gift aid and administering Just Giving pages
- Preparing end of year accounts for Charity
- Preparing budgets
- Cover some donor care duties as required

Division of work

How the working time would be split between the two Charities will be worked out in more detail with the team Director.

Management for the post

The post would be managed through the Triratna Development and FutureDharma Team and the Team Director and in consultation with Charity Trustees.

Requirement of the post – skills and experience

Candidates would:

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- Have bookkeeping and finance management qualifications and / or experience, although basic 'hands-on' training can take place in post.
- Be numerate and be able to use bookkeeping software and spreadsheets
- Regard this as a longer term appointment (5 years or more)– stability is required for this post
- Be willing and able to work alone and under their own initiative
- Be able to travel to meetings as required
- Be a member of the Triratna Buddhist Order. Experience of the Triratna Community is essential
- Be willing to undertake training as required

For more information or an informal conversation please contact Nandavajra at nandavajra@triratnadevelopment.org or 07583 107258

Nandavajra