



INSPIRING
FINANCIAL
LEADERSHIP

Your next move

Working for CFG

Recruitment pack July 2022



INSPIRING
FINANCIAL
LEADERSHIP

Good to meet you!

Let's get to know one another

**If you're here then you're probably thinking about working for CFG.
But who are we and what do we do?**

Charity Finance Group (CFG) is the charity that supports all other charities to make the biggest difference possible. We do this by helping them to make their money and resources go further, by putting financial leadership at the heart of their decision-making.

We strive to up-skill the sector, and we work together as a community to create a more supportive environment for charities to operate in.

We work and partner with thousands of brilliant people...





INSPIRING
FINANCIAL
LEADERSHIP

Meet the CFG team

Together, we make great things happen

Our team is small but perfectly formed! We celebrate our diversity and knowledge and bring many different skills and experiences to the kitchen/dining/living room/office table.

We do this with a sense of humour and in a friendly, supportive environment, from home and from our offices in Islington, London.

Wherever we are, we make great things happen together!





INSPIRING
FINANCIAL
LEADERSHIP

CFG's values

Our values are who we are...

At CFG, we put our shared values at the heart of all that we do.

Integrity. **Support.** **Dynamism.**

These are our three main values and they inspire and guide us in our work, our working relationships and all we do for our charity members, corporate partners and other external stakeholders.

These values also link to CFG's workplace culture and how we treat one another day to day.





INSPIRING
FINANCIAL
LEADERSHIP



Why work for us?

Here are just some of the benefits...

The most productive, successful and enjoyable organisations to work for are the ones that champion diversity, collaboration, innovation and creativity.

There's lots of potential for development and progression at CFG and within the wider charity sector. We offer superb benefits, including a generous pension contribution, flexible working, four paid volunteering days and access to our 24-hour, free and confidential mental wellbeing platform, Plumm.

So, what role are we looking to fill right now? And who are we looking for? Read on...



Administration Assistant

Salary: £25,031-£26,074

We are looking for an enthusiastic team Administration Assistant to support our small and busy events and membership teams.

Working closely with the teams, you will need to own and inform CFG's administrative processes and enjoy managing a project end-to-end. We are looking for someone who is solutions-focused and can ensure that processes are efficient and robust.

With a keen eye for detail, you'll be able to juggle various aspects of events coordination, membership management and administration. As well as having pride in your organisational skills and ability, you'll also have a passion for developing new skills. This role will suit you if you are self-motivated and able to prioritise your workload.

Is this the job for you? Read on for the full job description...



Job description...

Administration Assistant: Key responsibilities

Below are the key accountabilities of, and output required from, the postholder. It is not a definitive list and the role may change and evolve over time.

- Manage and oversee four email inboxes.
- Produce delegate packs, Memorandums of Understandings, joining instructions and badges for conferences and members meetings.
- Process events bookings and respond to member and delegate queries.
- Process sales invoices and credit notes for membership.
- Manage new membership applications, maintain membership records and assist with renewals.
- Assist with sourcing external venues, meeting event requirements.
- Support the corporate partnerships team to secure corporate members as hosts where required.

Next page >



Job description: **Key responsibilities (cont.)**

- Ensure website and database content for events are always up-to-date and accurate.
- Recording of delegate attendance at events and timely preparation and distribution of materials for events, such as hand-outs, training packs and evaluation forms.
- Process electronic and manual evaluation forms.
- Produce post-event reviews with recommendations to improve effectiveness.
- Maintain excellent relationships internally to support the co-ordination and smooth running of events and membership.
- Maintain good working relationships with members, corporate member hosts and external venues.
- Remain a positive role model for CFG values and behaviours with internal and external colleagues.
- Support the development of cross-departmental communication and working.
- Assist with and attend CFG events, taking advantage of networking opportunities.
- Other duties that are reasonably required as a part of a collaborative and dynamic staff team.





Job description: Key requirements

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education. 	
Experience	<ul style="list-style-type: none"> • Experience of supporting a busy team. • Experience of communication with members, both inbound/outbound. • Customer care skills. 	
Knowledge	<ul style="list-style-type: none"> • Understanding of administrative tasks and supporting a team. • Understanding of using a database. 	<ul style="list-style-type: none"> • Working knowledge of using emailing systems, such as Mailchimp.
Disposition	<ul style="list-style-type: none"> • Level-headed, calm and flexible. • Approachable, hard-working and proactive. 	

	Essential	Desirable
Skills/ability	<ul style="list-style-type: none"> • Ability to work on own initiative. • Strong attention to detail. • Proactive with excellent planning and organisational skills. • Articulate, with excellent written and verbal skills. • Problem solver and diplomatic. 	
Other	<ul style="list-style-type: none"> • Ability to undertake travel within the UK. • Willing to work outside core hours on an occasional basis. 	

Don't delay. Apply today!

You're one step closer to a fantastic job...

You're still here? Great! Before you tell us about you, please make sure you've read the full job description.

Now, what are you waiting for?

Please email your CV and a short covering letter to support your application to the team: vacancies@cfg.org.uk.

DEADLINE: Due to the overwhelming number of applications already received for this role, the deadline will be closing sooner on **Monday 8 August** at midday.

If you would like to hear more about the role and CFG, please email Laura to arrange an informal discussion: laura.millar@cfg.org.uk.



Thank you...

We value your time and interest

Finally, thank you for your time and interest. We will be in touch as soon as possible, but please bear with us while we take time to read your application – we are a small team!

If you are shortlisted for interview, we will get back to you and share more details about the next stage. If you do not hear from us within three weeks of submitting your application, please assume you have not been successful on this occasion. But please keep an eye on our website for future vacancies!

In the meantime, please head to our website to find out more about how we do things at CFG.

We wish you the best of luck in your application!





INSPIRING
FINANCIAL
LEADERSHIP



Useful to know...

Website: cfg.org.uk

Careers with CFG: cfg.org.uk/work_with_us

Job enquiries: vacancies@cfg.org.uk



#NonGraduatesWelcome



CIPD
We support the right to request flexible working for all from day one.
#FlexFrom1st

FLEX from 1st