

Against Malaria Foundation (AMF)
Donations Administrator
Part time (4 days a week) or full time (5 days)
Job Description



AMF profile

Against Malaria Foundation (AMF) was founded in 2004 and is a charity that fights malaria in a highly effective, accountable and transparent way.

We do this by purchasing and distributing multiple millions of long-lasting insecticide-treated nets (LLINs) at a time in nationwide universal coverage campaigns. This is the most cost-effective way of preventing malaria. AMF receives donations from the public and last financial year we received over US\$147m. AMF is particularly data-focused and monitors and reports on net use and drives and supports innovation to improve the effectiveness of malaria programmes.

AMF is the world's third largest funder of nets.

AMF has been consistently rated a top charity for the last 16 years by independent charity evaluators GiveWell, Giving What We Can, and The Life You Can Save who focus on cost-effectiveness and impact.

We are a team of fifteen highly motivated individuals with different skills and experience. Each person has an important role to play. Whilst all team members work remotely with constant communication between them, this role is more independent. There is direct liaising with the CEO and with the Head of Technology as needed. While the team is small, the impact is big - our net distributions protect millions of people. Our largest programme is in the Democratic Republic of Congo (DRC), where we are funding 55 million nets to protect 100 million people for distribution during 2024 to 2026. We have ongoing multi-million net programmes in other countries including Chad, Guinea, Nigeria, Togo, Uganda and Zambia.

A commitment to accountability and transparency is at the heart of what AMF does. This is in evidence in the way we manage the more than 100,000 donations AMF receives each year and the availability of our financial data, which is publicly shown in real-time. By tracking donations through our accounts and linking them to the specific distributions, donors can track where the nets funded are distributed. All revenue and expenses are entered into our bespoke systems, which manage all of the above as well as facilitating annual audits globally and in several individual countries.

Donations Administrator

AMF is recruiting a Donations Administrator to work either four or five days per week.

This is a crucial role at AMF as this work is at the heart of managing the donations we receive which allows us to share with donors the specific impact of each donation they make.

The Donations Administrator will record and reconcile the daily donations made to AMF via various methods; online, bank transfer and cheques, across its global portfolio. They will manage email interactions with donors and other organisations as well as undertaking data cleaning or analysis/investigation. Responsibilities may also include managing aspects of our accounting system and financial reporting.

The right candidate would enjoy the detailed and systematic nature of financial bookkeeping work (although no specific financial knowledge is required), is entirely comfortable working alone at a computer for the majority of their working day and would be excited to do this for an organisation whose focus is preventing death and illness.

Skills and experience

- Outstanding attention to detail
- Excellent spreadsheet skills - data manipulation
- Strong numerical skills
- Good problem-solving skills
- Very good written communication and people skills
- Previous donation or financial management experience may be helpful, but not required

Job detail	Four-day week	Five-day week
Ensuring that all offline donations are accurately recorded and entered in the online financial ledgers	✓	✓
Reconciling donations to income received per bank statements, e.g. standing orders and bulk transfers from other collection services	✓	✓
Ensuring donations are properly acknowledged and donors are appropriately thanked for their contributions	✓	✓
Responding to donor queries and providing assistance	✓	✓
Liaising via email with organisations who collect and transfer donations to AMF	✓	✓
Identifying and implementing opportunities to improve processes to ensure donations are managed as efficiently as possible.	✓	✓
Liaising with recurring donors and managing enquiries	✓	✓
Managing matching donations	✓	✓
Managing external funds-senders and aggregators and related activity and transfers	✓	✓
Managing banking reporting activity	✓	✓
Responsibility for all matters relating to Gift Aid and similar systems for other countries	✓	✓
Managing staff payroll and expenses	✓	✓
Managing aspects of our accounting system and financial reporting		✓
Liaising with auditors during our audit process		✓
Undertaking projects to improve data collection, storage and usage		✓

Job details

Salary: £30,000 - £40,000 (depending on experience)

Working hours: 9am to 6pm, with flexible hours able to be discussed

Company contributed pension scheme

25 holiday days per year + bank holidays

Location: Home/remote working in UK. All the AMF team work remotely.

Equipment: AMF will contribute a high % of the cost of a laptop if the candidate does not already have a machine sufficient for the job.

Application

Applicants should write to DonationsAdminApplication@againstmalaria.com with their CV and a one-page cover letter explaining why they are interested in and suitable for the position.