

Role Title:	Finance Officer
Reports to:	UK Co-Chair
Role type:	Remote, Part-Time, Volunteer
Committee:	Finance

About Us

The Legacy Program is a youth-led organisation founded on the belief that by working together, we can break down barriers to education. We have the resources, time, and experience to make a difference, but only when we unite. Legacy is now a growing international network empowering Filipino youth to support one another while actively addressing challenges in their communities and beyond.

Recognising that a lack of personal interest is one of the top three reasons students leave secondary education in the Philippines, we focus on creating supportive spaces within schools and communities. These spaces allow students to engage in discussions on various topics tailored to their unique interests. By maintaining an ongoing dialogue with teachers, learners, and academics, we implement diverse perspectives to cultivate student leaders.

Our approach is driven by in-house research and close partnerships with schools, enabling us to gain a nuanced understanding of each student's needs and to provide targeted, effective support. Ultimately, the Legacy Program fosters community-driven educational opportunities by offering scholarships and creating collaborative learning spaces.

Our team consists of members with Filipino heritage, working together to give back to their homeland. Our network celebrates Filipino achievements and excellence while raising awareness about pertinent issues we can all help solve together.

About the Role

The Finance Officer will be responsible for overseeing and managing the financial activities of The Legacy Program Philippines. This role involves ideating and implementing fundraising and financial campaigns to support the organisation's initiatives, while ensuring compliance with all financial policies and procedures. The ideal candidate is detail-oriented, strategic, and committed to upholding the financial integrity of the organization.

Main Duties and Responsibilities

General:

- Make a commitment to attend monthly general assemblies and committee meetings to share insights, raise concerns, and provide constructive feedback in a respectful and supportive manner.
- Regularly update team leads on progress, challenges, and accomplishments related to assigned tasks. Ensure clear and consistent communication within the team.
- Complete tasks and deliverables as set by both yourself and your supervisor, ensuring timely communication if any challenges arise that might prevent task completion.
- Actively participate in and promote community fundraisers, events, and activities. Engage with and support the organization's social media posts to help raise awareness and increase the impact of our initiatives.

Key Responsibilities:

Financial Planning and Budgeting:

- Prepare and manage Legacy's annual budget, ensuring resources are allocated efficiently and in line with program priorities.
- Manage and monitor all financial transactions.
- Provide financial forecasts and projections to support strategic planning and decision-making processes.
- Work with program teams to develop project budgets, ensuring alignment with overall financial plans.

Fundraising Campaign Ideation and Management:

- Develop, plan, and execute fundraising campaigns to support The Legacy Program's initiatives, ensuring alignment with the organization's mission and financial goals.
- Collaborate with the marketing and events teams to create compelling fundraising materials and outreach strategies.
- Monitor and analyse the success of fundraising efforts, providing reports and insights to guide future campaigns.

Compliance and Financial Reporting:

- Ensure all financial activities comply with the organization's policies, procedures, and relevant regulations.
- Maintain accurate and up-to-date financial records, including income, expenses, and donations.

- Prepare and present regular financial reports to the executive team and board, including budget performance, cash flow analysis, and fundraising outcomes.

Grant Management:

- Identify and pursue grant opportunities that align with Legacy's goals and objectives.
- Manage the application process, including proposal development, budget preparation, and compliance with grant requirements.
- Monitor grant-funded projects to ensure financial accountability and successful completion of deliverable