

**Against Malaria Foundation (AMF)**  
**Donations Administrator**  
**Part time (3 or 4 days a week) or full time (5 days)**  
**Job Description**



**AMF profile**

The 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 in the last three financial years has received more than US\$250m. 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 has been rated a top charity for all of the last 14 years by independent charity evaluators GiveWell and The Life You Can Save who focus on cost-effectiveness and impact.

We are a team of 14 highly motivated individuals with different skills and experience. Each person has an important role to play. All team members work remotely with constant communication between them. While the team is small, the impact is big - our net distributions protect millions of people. Our largest programme is in the DRC, where we are funding 52 million nets to protect 95 million people for distribution during 2021 to 2023. We have ongoing multi-million net programmes in other countries including Chad, Guinea, Nigeria, South Sudan, Togo, Uganda and Zambia.

Our activities and commitments have grown over time and AMF is now the world's third largest funder of nets. In the coming years, we expect to buy and distribute between 25 and 50 million nets per year.

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 three, four or five days per week. A three day role would typically involve working Monday, Wednesday and Friday, with other schedules on occasions.

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 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 be very comfortable working with numbers, would enjoy the detailed nature of financial bookkeeping work (although no specific financial knowledge is required), is entirely comfortable working at a computer for the majority of their working day, and would be excited to do this for an organisation whose focus is saving lives.

## Skills and experience

- Enjoys working with numbers, detail, spreadsheets
- Excellent spreadsheet skills – manipulating data and financial mathematics
- Good IT skills – Web-based systems, file management and very good Excel knowledge
- Very good written communication and people skills
- Outstanding attention to detail
- Able to focus on detail whilst retaining the bigger picture
- Previous donation or financial management may be helpful – possibly bookkeeping
- Enthusiastic about the role, and determined to learn and progress

Job detail	Three-day week	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	( ✓ )	( ✓ )	( ✓ )
Liaising with organisations who collect and transfer donations to AMF	✓	✓	✓
Identifying and implementing opportunities to improve processes where possible 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 aspects of our accounting system and financial reporting			( ✓ )
Liaising with auditors during our audit process			( ✓ )
Undertaking projects to improve data collection, storage and usage			( ✓ )

( ✓ ) = The donations administrator will be involved in this work, and as cover for another member of the team

## Job details

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

Company contributed pension scheme

25 holiday days per year + bank holidays

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

Candidates are expected to have a fully functioning computer or laptop of at least moderate specifications and reliable internet connectivity.

## Application

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