



FREE MOVEMENT

skateboarding in solidarity

Finances and Impact Lead

Job: Finances and Impact Lead

Location: Athens, Greece. Hybrid: mostly home-based working with regular appointments/meetings in central Athens.

Starting Date: December 2024 / January 2025

Duration: Full-time employment (40 hours/week), flexible working patterns, following 3-month trial period (until 25th February 2025).

Salary: 850€/month + standard Greek Easter, summer and winter bonuses

Application deadline: 11th November 2025

Free Movement Skateboarding's Background

Through the joyful activity of skateboarding, Free Movement Skateboarding (FMS) supports the *well-being*, *empowerment* and *social cohesion* of diverse youth in Athens, Greece. Across our 6 weekly sessions, together, on and off the board, we push for a welcoming and diverse Athenian skate scene and society. Since 2017, we have taught over 1,200 sessions, with over 3,000 participants from our mobile skatepark. On average 35% are girls and are from more than 65 different nationalities, all living in Athens. FMS gives access to high quality, sports-based, trauma-informed youth work from trained professionals in the safest environment to disadvantaged young people.

FMS's small and committed staff team are committed to making a difference to the young people we support through skateboarding. Could you be the next member of this fun and enthusiastic team?

We specifically welcome applications from women, LGBTQI+, people of colour, people with disabilities, refugees, migrants and asylum seekers to make our team as diverse as the people we teach. You do not have to be a skateboarder to work at Free Movement, we are far more concerned about your motivations and values aligning with those of the organisation. However, if you are a skateboarder, your contribution to teaching sessions will be greatly valued! Please do not be put off from applying if you do not meet the full job criteria.

The Position: Finances and Impact lead

Free Movement Skateboarding are seeking a Finances and Impact lead to manage all aspects of NGO finances and maintain impact measurement using Monitoring, Evaluation and Learning (MEL) systems. FMS have Greek (FMS GR, AMKE MKO) and UK (FMS UK, CIO under UK Charity Commission) company forms - the candidate will manage the financial accounts of both with support and guidance of the core team and trustees. The candidate will ensure that the organisation meets the compliance requirements of both charity/company forms.

Finance responsibilities:

Payments and receipts: Making and documenting all monthly payments to and from FMS GR and FMS UK - managing expenditure, bookkeeping, filing receipts.

Tracking cash. Invoicing. Working across multiple currencies.

Financial reporting: Monthly financial reports for FMS UK, FMS GR and consolidated reports between both organisations for funders, trustees and UK / Greek organisational compliance.

Budgeting: Budgeting and tracking accounts for both FMS UK and FMS GR company forms, alongside consolidated accounts for the organisation overall. Tracking spending, income and fundraising goals in relation to annual and project-specific budgets. Working closely with fundraising lead on budgets for existing and proposed projects in funding applications.

Specific additional responsibilities for FMS GR: staff contracting and annual leave in collaboration with FMSGR accountant. Greek company law compliance.

Specific additional responsibilities for FMS UK: Working closely with our UK auditor and finance lead trustee to pass the financial audit and produce the annual report for the UK Charity Commission, summarising the organisation's activities and finances that financial year, in compliance with UK CIO charity law. Next annual report due Autumn 2025. [FMS Charity Commission page](#). [Existing annual reports](#).

Impact - Monitoring, Evaluation and Learning (MEL)

Monthly data analysis: Linking extensive daily session impact measures to annual monthly impact sheet. Analysis and maintenance of impact sheet. Producing bespoke statistics for reporting to unique funders and supporters and informing part of quarterly and annual reports.

Quarterly / Annual impact reporting: For the annual report to the Charity Commission UK, the organisation produces both financial and impact reports. Impact reports will assemble

all sessional impact data to demonstrate the activities of the organisation that year. Similarly, quarterly reports inform donors of our recent activities, requiring analysed impact statistics and narrative reporting.

Grant application support: The candidate will support the fundraising lead in producing applications by providing budgets and projected impact for a proposed project. Depending on the candidate's skills, candidates may support in grant application writing.

Additional obligations:

The team member must partake in a weekly team meeting (usually in person in Central Athens but can be online).

Attend at least one session per week (negotiable, with engagement in youth programming encouraged).

Essential skills:

1. Strong cross-cultural awareness and sensitivity of the issues faced by vulnerable groups, such as refugees, migrants or asylum seekers, Roma, young people, those with physical / learning disabilities/difficulties and LGBTQIA+. Highly motivated by supporting the youth development of disadvantaged young people through skateboarding.
2. Fluent, working standard, written and spoken English (with team, UK auditor and trustees) and Greek (with team and Greek accountant) is essential.
3. Computer Literacy. Must be able to use Slack, Google Drive and email. Must be able to use Google Sheets/Excel to a high level.
4. Finances: experience in financial management, including but not limited to: budgeting, payments, bookkeeping and reporting. An awareness of financial management across organisations in different countries using different currencies. Able to create budgets for funding applications. Able to process payments and document this process aligned with legal requirements. Able to produce monthly, quarterly and annual financial reports, supporting the annual audit.
5. Impact: Monitoring, Evaluation and Learning (MEL) and reporting. Able to input, track and analyse qualitative and quantitative data for monthly, quarterly and annual reporting. Able to maintain complex sessional impact tracking systems via Google Sheets/Excel.
6. Highly self-organised, used to working independently. Can identify issues and solve them, consulting with the broader team when appropriate. Motivation to improve and develop existing impact monitoring and financial systems is encouraged.
7. Strong team player. Comfortable with consensus-based decision-making in a small team.

FMS is a small, flexible team, with all core team members working in different areas of the organisation. As such, the 'desirable skills' cover a broad range of working areas, some of which go beyond what you might imagine under this role's title - we encourage you to

mention any of these in your CV or application form. These 'desirable skills' are largely already covered by others on the team, however, candidates with strong experience in these areas should state so, as we can look at redistributing work between us. We work flexibly and shape roles to the strengths of individuals, seeking to optimise staff impact and job satisfaction.

Desirable skills:

1. Relevant studies and/or qualifications to accounting, impact measurement or database management.
2. Governance and legal: experience in policy and procedure writing. Working with a board of trustees. Knowledge of UK Charity (CIO) or Greek MKO (AMKE) structures and their legal requirements. Knowledge of submitting reports to the UK Charity Commission.
3. Speaking other languages such as French, Farsi, Arabic, Kurdish, Albanian, Ukrainian and Roma, or any others.
4. Child / vulnerable person safeguarding and protection, case management experience and training in these areas.
5. Experience in fundraising: support in grant researching and writing, donor information tracking on Google Sheets and donor relations through digital communication.
6. Sessional leadership: confident to teach skateboarding, or to deliver youth workshops.
7. Has a driver's licence and is confident to drive our Renault Trafic 2005 van.

FMS is committed to safeguarding children, young people, vulnerable adults and the elderly. All applicants are subject to a satisfactory DBS (Disclosure & Barring Service) or Αντίγραφο Ποινικού Μητρώου check where appropriate.

To apply

Please fill out our online application form and send an email including your CV quoting your name and 'job application' in the subject line of the e-mail at:
info@freemovementskateboarding.com

In the email please include: a short cover letter, an explanation for significant gaps in employment and education if applicable, or anything else you think we should know.

Application Form:

https://docs.google.com/forms/d/e/1FAIpQLSf4gZKD0irmor3lvV8_LzOM_JbBXtxd_zDZWRrIMvbfigcgOg/viewform?usp=sf_link

Closing date: 11th November 2024

All applications will be treated in strictest confidentiality. Personal data will be handled according to GDPR regulations.