

## YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Funding Management Administrator	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Finance & Performance	<b>Support</b> Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Funding Management Team is responsible for maximising our income by working effectively across operations, finance and fundraising in a proactive manner whilst ensuring compliance.	








## WHERE YOU WILL FIT

CEO	Head of Funding Management	Senior Funding Manager	Funding Management Manager	<b>Funding Management Administrator</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You are responsible for the administration of the Funding Management team which is responsible for The King's Trust's Restricted Funding income portfolio, ensuring that we are meeting all the Funders and The Trusts requirements. Working effectively across teams to maximise income, increase performance and ensure compliance.

## WHAT WILL YOU DO?

-  Creating timesheet templates for staff. Auditing completed staff timesheets in line with funder guidelines. Collecting staff signatures, and reconciliation with payroll reports.
-  Supporting the compiling of funder expenditure claims. Involves extracting data from Excel spreadsheets containing financial transaction details and payroll data.
-  Accurately updating and maintaining various databases and spreadsheets.
-  Supporting the team with a range of administrative tasks including data input, scanning, filing, archiving, photocopying, extracting documents from various Frontline/OneDrive/Microsoft Teams, and sending forms out via DocuSign.
-  Raising invoices and purchase orders.
-  Coordinating team meetings, travel, recording minutes and actions.
-  Allocating funding to grants on The King's Trust's grant hub. Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

## THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

### WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Excellent Microsoft Excel user	Management information reports are required monthly - formulas /charts and pivots to show financial analysis.
Experience in using a CRM or similar database	Data is collected and exported from the Trust's internal CRM caseload management system to support claims and for data reporting.
Ability to maintain meticulous attention to detail whilst working quickly and accurately under pressure	Detail and accuracy are required for financial reporting and claim submission. Checklists and processes are required to be followed to ensure compliance.
Good planning and organisational skills and the ability to manage multiple priorities	The role involves working across multiple funds and with changing priorities.
Good interpersonal, written, and verbal communication skills, including the ability to work with a wide range of internal and external stakeholders	Required to attend meetings and speak across various teams to gather data
Experience	Why do we need this?
Experience in Data Processing - extracting documents/data from one system and saving them in another location	This is completed monthly for all restricted funds
Experience working to deadlines and prioritising a varied workload.	The team works to monthly/quarterly and annual financial and claims submission deadlines.

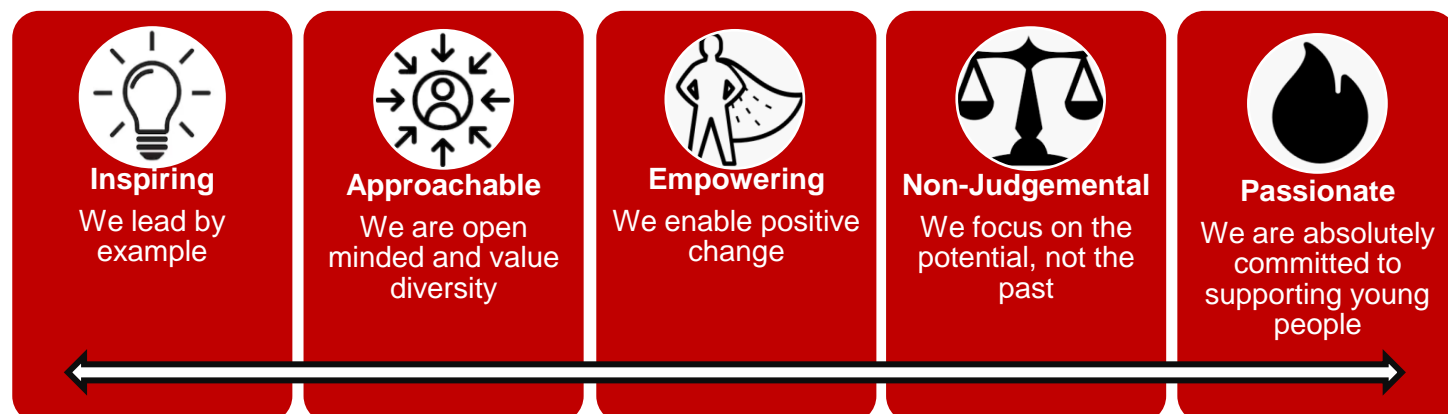
### WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience working with payroll reports and timesheets.	This is completed monthly for funder expenditure claim submissions.
Experience in managing invoices/purchase orders/goods receipting/supplier accounts.	Invoices are required to be issued to funders and partners.
Experience in financial and compliance auditing	Expenditure and evidence claims are required to be audited before submission
Experience of Public Sector funding or other restricted funding	Previous knowledge of our funders will enable the sharing of good practice
Experience in coordinating team meetings, travel, recording minutes and actions	The team runs a variety of monthly contract performance meetings which will require logging minutes and actions

# WHAT DO WE EXPECT FROM YOU?

## OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at the support level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for their work</p> <p>You keep young people and our end goal in mind</p> <p>You're calm, confident and resilient under pressure</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You inspire others by embracing change and demonstrate flexibility in adapting to it</p> <p>You demonstrate creativity in order to improve how things are done in your own area of work</p> <p>You seek to learn and enhance your own development</p> <p>You give and receive feedback, building awareness of own strengths and development areas</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication accordingly</p> <p>You communicate messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You support and protect The Trust's reputation when communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others</p> <p>You share knowledge and information</p> <p>You build relationships with team members across The Trust and externally, where appropriate</p> <p>You seek to increase awareness of how The Trust works across functions</p>	<p>You plan and organise own time and resources to meet deadlines</p> <p>You adjust priorities as circumstances change</p> <p>You make effective, data-driven judgements and escalates decisions when needed</p> <p>You take the initiative to create and implement solutions</p>

## THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.