



**START SOMETHING**

# YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Funding Manager	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Support Services - Finance	Support Delivering
<b>THE TEAM:</b>	The Funding Management team manages all the Restricted Funds for The Trust. Working together with a focus on performance management of all Restricted Funds to ensure that income is maximised. Enabling The Trust to provide support to more young people.	<b>Specialist/Managerial</b> Technical Lead/Function Head Senior Leadership Team













## WHERE YOU WILL FIT

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

This role is responsible for all aspects of funding management across a portfolio of restricted funds, ensuring that we are meeting all the Funders and The Trusts requirements. Working effectively across teams to maximise income, increase performance and ensure compliance, to allow The Trust to maximise its support to young people.

## WHAT WILL YOU DO?

-  Manage a portfolio of restricted funds to ensure these are maximised and kept up to date on a monthly basis.
-  Ensuring that funding claims, or expenditure reports are submitted to the funders or the fundraisers in a timely and accurate manner to maximise income, ensuring that internal financial processes are adhered to and that all supporting evidence is stored and available for funder audits and meets all GDPR requirements.
-  Propose the allocation of funds against delivery on The Trusts Tracker and ensure funds are transferred to the relevant business unit when completed.
-  Ensuring that Funding Agreement conditions, regulations and guidance are disseminated to Trust staff as appropriate and that all are being adhered to, to ensure compliance and maximise income.
-  To establish and maintain excellent working relations with the funders to ensure that we are meeting their requirements, and any issues can be dealt with promptly, also attending review meetings and steering groups as required.
-  To prepare reports on the performance (both financial and operational delivery) of the contract and alerting the Head of Funding Management and the appropriate Project staff in a timely manner of any risks or opportunities.
-  To liaise with appropriate delivery, finance and fundraising staff to identify opportunities for maximisation of income and any necessary corrective actions arising are dealt with.
-  To ensure that The Trust has accurate monthly accounts by preparing drawdown, accrual and deferral figures for the monthly finance return and regularly reviewing the Debtors Report to ensure sufficient cash flow.
-  Manage all funder and internal audits and ensure recommendations are acted upon, sharing best practice across the team.
-  Ensure that the Funding Management Executive(s) are aware of and comply with the Funders and The Trust's policies and procedures and set, manage and review their caseload and work.
-  The management of the Funding Management Contract Executive(s) which will include the management, recruitment, development, retention and appraisal of staff in accordance with the standards set out in the H R policies and procedures.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.



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## 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?
Strong contract management and analysis skills with the ability to deliver significant documented outcomes including audit requirements	This underpins the whole role, is a large demanding contract to manage.
The ability to process contract management responsibilities with ease and meet deadlines	Lots of competing deadlines, and a busy workload
Confident communicator who can adapt their communication style with others to ensure messages are received and understood	To ensure stakeholders and direct reports receive effective communication which will enable them to understand and respond effectively.
A working knowledge of prepayments, accruals, deferrals and restricted funds for when preparing month end figures	Must manage the financial aspect of the contract for month end
Experience	Why do we need this?
Previous experience of managing public sector contracts	At this level of role, we need to have someone with experience
Previous experience of managing EU funding	Need someone who understands this type of funding
Experience of using software to track and monitor contract performance	To be able to run and analyse reports to monitor the contract performance
Able to work with colleagues from other functions to ensure successful delivery of the project	Must work across teams to collect data, review expenditure budgets and share best practice
Experience of preparing and updating funding budget profiles using Microsoft Excel	Will be assisting in monthly budget review meetings to monitor and control the budget
Experience of working in a financial environment and carrying out duties such as financial analysis, forecasting and budgeting using Microsoft Excel or other financial systems	Responsible for the preparation of the financial claims, monitoring the budget and providing updates both internally and externally to the Funder

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

Experience	Why do we need this?
Line Management experience	Will be responsible for the day-to-day line management of staff


# WHAT DO WE EXPECT FROM YOU?




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## 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.




**Inspiring**  
We lead by example




**Approachable**  
We are open minded and value diversity



**Empowering**  
We enable positive change



**Non-Judgemental**  
We focus on the potential, not the past



**Passionate**  
We are absolutely committed to supporting young people

Here at The Prince'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 PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT 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 in at a specialist/managerial 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 what we do You keep young people and our end goal in mind <b>You build trust in others through reliability and holding self-accountable for success</b> Resilient in the face of challenges, not taking constructive criticism personally <b>You're authentic and bring unique talents to work, encouraging others to do the same</b> You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things <b>You seek opportunities to enhance own development and build expertise</b> You role model a positive and constructive approach to giving &amp; receiving feedback <b>You support others in adapting to change</b></p>	<p>You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly <b>You treat people as individuals, tailoring communication and influencing style accordingly</b> You communicate difficult messages and challenge others' thinking effectively <b>You listen to and empathise with others to understand the root of situations before responding</b></p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required <b>You share knowledge and information</b> You build and invest in relationships across The Trust <b>You use awareness of how your own team fits within the wider organisation to find solutions</b></p>	<p>You translate The Trust's long-term vision and strategy into actionable plans &amp; targets You take responsibility for making and implementing logical, data-based decisions <b>You're flexible and responsive as priorities and requirements change</b> You seek solutions and solve problems, empowering others to do the same</p>

## THE WELFARE OF OUR YOUNG PEOPLE

The Prince'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 in accordance with 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.