



## **YOUR NEW ROLE AT THE TRUST**

JOB TITLE:	Funding Manager	PAY BAND:
FUNCTION:	Support Services - Finance	Support
THE TEAM:	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.	Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team

#### **WHERE YOU WILL FIT**

CEO	Senior Head of	Head of Funding	Funding	Funding Management
	Funding Management	Management	Manager	Executive

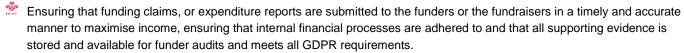
### **HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?**

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.



- 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.







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	This underpins the whole role, is a large	
to deliver significant documented outcomes including audit	demanding contract to manage.	
requirements		
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?





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

## 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.