

YOUR NEW ROLE AT THE TRUST

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











WHERE YOU WILL FIT

CFO	Senior Head of Funding Management	Head of Funding Management	Funding Manager	Funding Management Administrator
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

This role is responsible for all aspects of funding management administration 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?

-  Creating timesheet templates monthly for staff and auditing completed staff timesheets in line with funder guidelines. Collecting staff signatures wet and digital and reconcile with payroll and journal reports Compile expenditure claims ready for authorisation and maintain a timesheet database for the country.
-  Responsible for the filing, archiving and retention of the public sector hard copy files stored securely in the Belfast Office.
-  Accurately updating and maintaining internal databases, spreadsheets and funder portals.
-  Supporting Funding Team with a range of administrative tasks including scanning, filing, data input, photocopying, extracting documents from Frontline/OneDrive/Microsoft Teams, sending forms out via DocuSign.
-  Raising invoices and purchases orders.
-  Coordinating team meetings, travel, recording minutes and actions. Attending face to face consortium funder meetings throughout Northern Ireland to take minutes.
-  Face to face training and coaching of YDL's in completion of contract paperwork to maintain public sector contract compliance.
-  Collecting Enrolment/Output and Outcomes for claims by supporting delivery and attending programmes/taster days/Outreach events and celebrations.
-  Collect wet signed attendance sheets to evidence YP hours for funder claims and incentive payments. Collect certified hard document evidence to maintain eligibility files for funder audits.
-  Participant Claim preparation of hard copy claim files.

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?
Advanced Microsoft Excel user	Management information reports are required monthly - formulas /charts and pivots to show financial analysis of claims and YP demographics
Experience of using a CRM or similar database	Data is collected and exported from the Trusts 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 is required for financial reporting and claim submission. Checklists and processes require to be followed to ensure compliance
Good planning and organisational skills and the ability to manage multiple priorities	The role involves managing multiple contacts and changing priorities
Experience of working to deadlines and prioritising a varied workload	The team work to monthly/quarterly and annual financial and claims submission deadlines
Experience of coordinating team meetings, travel, recording minutes and actions. Attending face to face consortium funder meetings throughout Northern Ireland to minute take	The team runs a variety of monthly contract performance meetings which will require logging minutes and actions
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 of prioritising tasks, maintaining accurate record keeping and working within a target driven environment	Claim funder deadlines
Experience	Why do we need this?
Experience of Data Processing - extracting documents/data from one system and saving in a private location. Taking data from paper forms/scanning and filing in secure storage and updating excel and portals with compliance/eligibility and demographic data	This is completed monthly for all restricted contracts
Experience of working with payroll reports /timesheets and attendance records	This is completed monthly for expenditure claims submissions and multiple funders
Experience of organising, maintaining and archiving hard copy contractual documentation for public sector contracts/grants in line with retention, audit policies and GDPR	Responsible for the collection of paper claim files and their storage and retention in the Belfast Office.






WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of managing invoices/purchase orders/goods receipting/supplier accounts	Monthly invoices are required to be issued to funders and partners - we are also the lead partner for many contracts therefore we manage the supplier invoicing process
Experience of financial and compliance auditing	Expenditure and Evidence claims are required to be audited prior to submission on a monthly basis to maintain quality and ensure eligibility. Providing and preparing hard copy audit files during the onsite funder audits
Skills & Knowledge	Why do we need this?
Experience of Public Sector/ERDF ESF/SPF and/or Private Funding	Previous knowledge of our funders will enable the sharing of good practice

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.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
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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.