

# IAN KARTEN

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## CHARITABLE TRUST

### **Job description:**

#### ***The Ian Karten Charitable Trust – Freelance Administrator***

The Trust, which is a grant-making trust focused on the disability and education sectors, is looking for a home-based administrator to cover the current incumbent who is going on maternity leave in July 2024. The role is self-employed, and hours required are generally between 8 and 16 per month. With the exception of trustee meetings, which usually take place at mutually agreed times during office hours, most of the work can be carried out according to the postholder's schedule and availability. Trustee meetings usually take place in March and September each year, with one or two additional meetings in between. Meetings are held remotely.

The work will involve, in liaison with the Trust's Chair:

- Trustee meeting administration, including determining suitable dates and times for meetings, agenda preparation and distribution of documents, minute-taking and associated follow up.
- Communication with grantees, both directly following meetings and in between, and ensuring grant agreements are appropriately signed.
- Setting up payments as required on the online banking system, for approval by two trustees.
- Basic financial administration, including entering payments and bank reconciliation on Xero. There is a possibility that this part of the work could be taken on by the Trust's accountants if required.
- Dealing directly with the auditors – the Trust's financial year ends on 30 September and the audit usually takes place in December or January. The postholder will need to liaise with the auditors to ensure they have access to the appropriate records and documentation. They will also be required to prepare the trustees' annual report, which is based on a standard template and only requires the relevant sections updated each year.
- Administration of the registered virtual address service – most post is currently scanned in and emailed, but there may be the occasional hard copy letter to deal with.
- Dealing with the investment managers regarding any administrative queries they might have.
- Ensuring that the Trust's online filing system (via SharePoint) is well maintained and up to date.
- Ensuring that details on the charity commission website are kept up-to-date, and that annual returns are filed promptly.
- Chasing trustees as necessary.
- Other basic ad-hoc administration as required.

Ideal candidates will possess the following attributes and experience:

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- Solid minute-taking experience, with impeccable spelling, grammar, and attention to detail.
- Charity administration experience, with experience of grant-making charities particularly welcomed.
- Experience of basic financial administration.
- A printer, as some of our trustees require hard copies of documents to be sent through the post from time to time.
- Ideally, space for storage of some hard copy documents, although this could possibly be arranged elsewhere if necessary.

The rate of pay is currently set at £18.90 per hour, plus any expenses which may be incurred.

The start date for the work is likely to be from the beginning of July, but there is a possibility this could be earlier. The postholder will also need to agree some time for handover with the current incumbent (this will be paid, and can be done remotely).

Application is via CV and cover letter detailing your suitability for the position. Please send both to [ines@iankartencharitabletrust.org.uk](mailto:ines@iankartencharitabletrust.org.uk) by the deadline of midnight on 4 May. Interviews will take place remotely, later in May (dates and times to be agreed with shortlisted candidates).

If you would like to have an informal conversation about the role before applying, we are happy to do this; please email [ines@iankartencharitabletrust.org.uk](mailto:ines@iankartencharitabletrust.org.uk) to arrange.