



GOVERNMENT GRANT MANAGER

As Government Grant Manager your primary focus will be to oversee, organise and coordinate the work of the Grants team. You will be responsible for coordinating the team's interaction with locations and regular contacts including other relevant internal departments. You will work closely with the Director of Operations (DOO) to ensure all the terms and conditions of the 'Jewish Community Protective Security Grant' are adhered to and generate the paperwork required for the Home Office. You will also have people management responsibility for the Grants Admin Team.

Duties include:

REPORTING

- To be responsible for the oversight of all reporting requirements for the grant
- To be responsible for the grant budgets, maintaining a high level of accuracy and to report financial highlights to the DOO
- Produce a timeline and work within it to provide reports to the DOO
- Assess problems, identify innovative solutions, and keep management apprised of ongoing problems

AUDITING & ASSURANCE

- Perform monthly and quarterly audits for financial variance and governance using Excel and Microsoft Dynamics
- Process payments in Sage and Microsoft Dynamics
- Lead the annual audits to demonstrate compliance and governance
- Record and monitor budget to spend and income and expenditure
- Review Sage bank amendments
- Oversee monthly external audit
- Raise accruals and recognise income in Sage
- Use Excel functions to calculate, manipulate and record data

The ideal candidate should have:

- Knowledge of Microsoft Excel and Sage 50
- Strong people manager who can lead and inspire a team
- Good administrative, communication, listening and organisational skills
- A creative mind with an ability to propose improvements
- Exceptional problem-solving skills and remains calm under pressure
- Proactive and results orientated with the determination to see projects through from start to finish
- Customer-orientated and understanding of the urgency of replying in a timely fashion

Applicants are invited to submit their CV together with a covering letter to careers@cst.org.uk, writing '**Government Grant Manager**' in the subject heading. Closing date for applications: **31 May 2022** but may close earlier if a suitable candidate is found.