



Careers

Grants Team Administrator

Full time, based in London

As a Grants Team Administrator, your primary focus will be to manage the Government Grant on behalf of the Home Office to provide security guarding at Jewish schools, synagogues, youth movement residential camps and communal locations across the country.

The role requires the job holder to have excellent attention to detail and ensure all work is delivered and maintained to our agreed high service levels.

The Grants Team Administrator will be working within the Grants Team which forms part of the wider Finance and Administration teams.

In this role, you should have the following personal profile:

- Excellent attention to detail
- Advanced Excel Skills
- Experience of working with Sage Accounting Software
- Team Orientated and strong team player
- Good communication skills with a natural ability to build strong relationships
- Great problem-solving skills with a persistence to see issues resolved
- Superb organiser with a professional and mature manner
- Customer orientated and understands the urgency of replying to customer requests in a timely fashion

Your key responsibilities for this role are as follows:

- Ensuring accuracy of new and existing data
- Keeping track of data and ensuring its accuracy
- Working as a supportive member of the team
- Liaising with guarding companies to monitor payments
- Dealing with telephone enquiries, emails and letters
- Mail merging letters by email and post, then recording the responses
- Preparing reports for the Chief Executive and Finance & Admin Director
- Administering outstanding invoices

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'Grants Team Administrator' in the subject heading.

Closing date for applications: 19 November 2017, but may close earlier if a suitable candidate is found.