



Job Description

Position:	Grants Assistant
Reports to:	England Development Manager
Team:	Programmes
Location:	Hybrid working from London office or remote working in England. The role involves occasional travel and overnight stays.
Remuneration:	c.£27,500 per annum with 3% employee / 8% pension contribution and other benefits
Duration:	3-year fixed-term contract with possibility of extension. Full time.

1. Overall purpose of the role

Working closely with the Head of Grants, the England Grants team, and the wider Grants team, the post holder will help to deliver an efficient, robust, and responsive administrative function. The role holder will be responsible for the day-to-day administrative functions of the team including maintaining key files and records and supporting the application and assessment processes.

2. Specific Duties and Responsibilities

- Supporting the England Grants team with grant application assessment by checking documentation and keeping colleagues updated.
- Maintaining the Grants Budget Management Spreadsheet and liaising with Grants, Development, Programme and Finance colleagues to ensure records are accurate.
- Running monthly live grants reports and sharing information with relevant managers.
- Supporting monthly and quarterly grants meetings, including preparing agendas, formatting papers, taking minutes and updating meeting schedules.
- Maintaining the list of grants awarded on the AHF website and supporting bi-annual submissions to 360 Giving.
- Assisting with quarterly reporting and claims to funders.
- Providing administrative support for Consultant Project Advisor work, including consultant liaison, invoice processing and accurate record keeping.
- Coordinating Consultant Project Advisor fee payments with the Finance Team following sign-off.
- Providing wider administrative support to help the Grants programme operate effectively.

3. Person specification

Essential

- Ideally a Level 3 qualification in Administration, Business or Finance, or relevant A Levels.
- 2-3 years' experience of administration to include financial administration, ideally grants with a social investor or charity lender or funder.

- Responsive to customers by providing live tracking of applications and projects.
- Ability to work methodically and effectively as a member of a predominantly remote working team.
- Ability to work effectively with changing priorities and deadlines.
- Excellent organisational, written, and oral communication skills.
- Excellent numerical and general IT skills, accuracy, and attention to detail.
- Experience of using Database system(s).
- Experience of monitoring and managing a budget, and Excel.

Desirable

- Experience of administration within a financial institution such as a commercial bank or similar, or with a social investor or charity lender or funder.
- Experience of working within a charity or voluntary sector organisation.
- Demonstrable interest in and commitment to the AHF's mission.

We are a charity committed to being inclusive and giving everyone an equal chance to succeed – you can read more about our EDI commitments here: <https://ahfund.org.uk/about-us/commitments-edi> Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or socio-economic background.