

Matrix Academy Trust

Job Description – Grant Officer

Reports to:	Head of Management Accounts
Arrangement	Full time – 37 Hours Monday to Thursday 8.00am to 4.00pm Friday 8.00am to 3.30pm with half an hour lunch. All year round (including school holidays) 25 days' holiday + 9 bank holidays
Salary	Scale Group 10 Spine Points 37-40
Main Purpose	To research and identify funding opportunities, coordinating the development, submission and tracking of grants. Ensuring documentation is complete, accurate and complies with guidelines and grant terms. To work with relevant staff overseeing grants along with funding bodies and grant providers.
Key Relationships	The Grant Officer will be accountable to the Head of Management Accounts and will work closely with the Finance Director, CFOO, CEO, Headteachers, Central Support Team and school leadership teams. You will be required to liaise and work closely with external bodies including DfE, ESFA, and other legislative bodies.
Main Duties:	<ul style="list-style-type: none"> • Oversee the grant application process from start to finish, including timelines, progress reports and final submissions. • Work with other staff members to develop project plans and budgets that align with the grant amounts awarded and their requirements • Ensure compliance with grant guidelines, terms and conditions and regulations • Assist bid writers in ensuring grants are advantageous to the trust and are appropriately costed • Monitor the grant process and prepare reports for grant leaders, raising queries and developments to Head of Management Accounts • Updating grant reconciliations and holding backup for all income and expenditure. • Undertake regular checks of funding documentation/remittances for accuracy and the most up to date information • Attend meetings and workshops to stay up to date with the latest updates, regulations and new funding opportunities • Develop and maintain good working relationships with DFE project leaders, local authorities and other government bodies • Develop and Maintain a grant and funding streams calendar • Keep a consolidated trust version of all GAG, ESFA, SEND, LAC, LA and other grant Income including the payment schedules • Manage a central grant spreadsheet detailing payment schedule against actual received • Accurate grant analysis spreadsheet and tracking of databases for Barr Beacon SCITT • Assist in the monthly management accounts for Barr Beacon SCITT • Assist the CFOO in writing and reviewing Barr Beacon SCITT partnership agreements and ensuring financial viability • Manage the completion of annual return/audits for Barr Beacon SCITT including Bursaries, SKE and internships liaising with external auditors as required • Assist in the monthly management accounts for other non school locations • Assist Finance Director with updated Grant information for budgeting purposes • Assist Finance Director in writing the five year budget plan using detailed

	<p>grant information and informed knowledge when making assumptions</p> <ul style="list-style-type: none"> • Attend training sessions with the finance team to ensure compliance with statutory requirements and to strive for efficiency with all working practices e.g. regular fraud training • Actively support good communication practices within your work and promote and maintain good team work, updating all grant and funding stream information via TEAMS and Sharepoint where applicable
Additional duties:	<ul style="list-style-type: none"> • To play a full part in the life of the Trust community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required. • To undertake any duties reasonably directed by the Chief Financial and Operating Officer and CEO.

This job description may be amended at any time, following consultation between the CFOO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CFOO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Grant Officer

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
AAT Level 4	D	A/S
Relevant qualification NVQ Level 4 or above (or equivalent)	D	A/S
Use of Accounting Systems	E	A/S
Experience and Knowledge		
A minimum of 3 years' experience working within a finance department	D	A/S
Experience of working with staff in a fast paced environment	E	I
Understanding of accounting processes and procedures	E	A/S/I
Ability to work between different sets of data accurately	E	A/I
Good level of competence in Excel, Word, Outlook and computerised accounting software	E	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	A/I/S
Effective team worker	E	A/I
Ability to establish good working relationships	E	A/I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I
Able to confidently handle queries and challenges	E	A/I
Willingness to learn new skills and undertake relevant professional development	E	A/I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record