

## JOB DESCRIPTION

### Funds Manager

<b>Hours:</b>	<b>Full time (37.5 hours per week) Part time of 30 hours per week will also be considered</b>
<b>Term:</b>	<b>Fixed Term of 12 months</b>
<b>Responsible to:</b>	<b>Head of Charitable Expenditure</b>
<b>Accountable to:</b>	<b>Head of Charitable Expenditure</b>
<b>Location:</b>	<b>Cambridge, hybrid working options available</b>
<b>Salary:</b>	<b>circa £30,000 per annum</b>

Works closely with: CEO; Director of Comms and Impact; Director of Finance & Corporate Services, Charitable Expenditure Team; Head of Charitable Expenditure; Fundraising Team; Grants Manager and Finance Team.

#### **A little bit about us**

Addenbrooke's Charitable Trust (ACT) is a small team but with a huge vision. Working closely with the hospital, our ambition is to:

- Help the hospital to be the best it can be, for the benefit of patients, staff and visitors
- Build a new children's hospital (the first for the east of England)
- Build a dedicated cancer research hospital

Our people are crucial to making this happen. ACT has a long history of funding life-saving projects, supporting initiatives that enhance the hospital for our patients and staff and spearheading new innovations and medical research. Every person at ACT plays a part in making this possible.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

**Supportive, Innovative, Ambitious and that we ACT with Integrity.**

## 1. ROLE

You will be joining a fast-paced team with a varied workload. The Charitable Expenditure Team is responsible for expenditure requests from receipt through to decision making, committing funding and impact evaluation. This can range from expenditure requests of less than a hundred pounds to seven-figure projects

To provide day to day administration of funds: ensuring that all fund records are kept up to date; that expenditure on projects below £10k is in line with charitable expenditure policy and properly authorised; and that fund advisors receive a responsive and accessible response to enquiries and requests for advice.

## 2. DUTIES

### *Fund Management*

- To ensure that records of funds, including purposes and advisors, are kept up to date and maintained on the finance and grants management systems.
- To ensure that restricted income has been directed to an appropriate fund in line with the ACT restricted income guidelines.
- To act as the administrator for setting-up new funds, referring all new fund forms to the Chief Executive.
- To keep all funds under continuous review, seeking opportunities to combine funds and to close dormant funds.
- To advise fund advisors on situations where income/expenditure is ultra vires in respect of a fund.
- To advise on situations where the transfer of funds appears the correct course of action and to ensure that fund advisors are kept informed about such decisions
- To ensure that adequate controls and procedures are in place governing how expenditure is made from charitable funds, including balance transfers, and that those transactions are properly authorised and consistent with the scheme of delegation.
- To be responsible for day-to-day administration of charitable expenditure that requires approval by ACT in accordance with the scheme of delegation, including order and invoice authorisation; liaison with fund advisors on procedures and authorisation; liaison with CUH cashier's office, IT, procurement and clinical engineering. This should include requests for allocations from restricted funds that are in excess of fund advisors' limits.
- To ensure that funds are spent once allocated to projects, including liaison between CUH departments and the fund advisors, enduring co-ordination and identifying and removing blockages.
- To remain alert for opportunities to use charitable expenditure to leverage fundraising and to advise the fundraising team of such opportunities
- To respond to any queries arising from fund statements or from the Charitable Funds Guide (including the ACT allocations policy).
- To scrutinise transactions and alert fund advisors to any proposed expenditure that may place a fund at risk of going overdrawn.
- To provide project spending information and any relevant impact data gathered to the communications team.
- To provide regular and adhoc reports on funds movements by fund, division or type.
- To work closely with and provide occasional cover for the Grants Manager.
- Line management responsibility for the Charitable Expenditure Administrative Assistant.

### *General Corporate Requirements*

To ensure that all activities and performance contribute towards maintaining ACT's excellent reputation and brand values

To adhere at all times to ACT's policies and procedures as varied from time to time

Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT without prior authority of the CEO or Director of Fundraising.

To ensure the effective and efficient use of ACT's resources

To ensure that all duties are carried out to the highest possible standard.

To be aware of individual responsibilities under the Health and Safety at Work Act (1974).

To respect the confidentiality of all matters learned in the course of employment and respect the requirements of current data protection legislation (including GDPR and PECR)).

To work in line with the Institute of Fundraising Code of Practice and other relevant legislation and guidance

To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives.

To perform any other duties that may be required from time to time.

To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.

To undertake any other reasonable task as may be identified as necessary by the senior management team from time to time.

*The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined*

**The closing date for applications is 15<sup>th</sup> May 2022. However, we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.**

**Addenbrookes Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.**

## Addenbrooke's Charitable Trust (ACT)

### PERSON SPECIFICATION

<b>Essential</b>	<ul style="list-style-type: none"><li>• Educated to level 3 (A Level or equivalent).</li><li>• Excellent attention to detail.</li><li>• Excellent written and verbal communication skills.</li><li>• Excellent level of competency in Microsoft Word, Excel, Outlook and Teams.</li><li>• Confident and competent communicator; verbally, email communication and formal communications (letters).</li><li>• Confident in having challenging conversations with stakeholders and managing expectations.</li><li>• Ability to work independently and manage multiple priorities, escalating issues and seeking help where appropriate.</li><li>• Ability to input data accurately and to maintain accurate records.</li></ul>
<b>Desirable – not essential</b>	<ul style="list-style-type: none"><li>• Experience of using financial, grants or customer relationships management systems (or similar).</li><li>• Experience of working in a grant-making environment.</li><li>• Experience of working in a hospital or medical environment.</li></ul>