

Position description

Funding Administrator

Purpose of job

To prepare and submit funding applications and accountabilities

Reporting

Reports funding information to the Board.
Reports to Senior Counsellor / Team Leader

Key tasks and responsibilities

- Maintain up to date knowledge of possible funding organisations/ grants available.
- Maintain the funding application calendar, including funder deadlines.
- Liaise with Board Funding Officer around planning future funding applications and prepare agreed funding resolutions for the monthly Board meeting.
- Maintain communication with funders during the process of planning and submitting applications through to achieving funders' accountability requirements.
- Plan details of upcoming funding applications, allocating budgeted future expenses to each application.
- Prepare spreadsheets of costings/expenses to submit with funding applications.
- Prepare and update GSS information and narrative documents, to accompany funding applications, as approved by Team Leader.
- Maintain the funding application summary spreadsheet.
- Prepare and submit funding applications in a timely manner.
- Maintain Funding Accountability spreadsheet with each expense allocated to a specific funder.
- Prepare and submit required funding accountability/audit documents and reports of services delivered and outcomes achieved in a timely manner.
- Coding of funds received to Xero accounting system.

Person specification

This section lists the main experience, skills and personal qualities for the position.

| Essential | Highly Desirable |
|--|---|
| Experience | |
| Administration experience | Experience in completing funding applications Experience in a confidential environment. |
| Skills | |
| Excellent word processing, excel spreadsheet, database and email skills. Ability to write narratives. Pays attention to detail and works accurately. Ability to prioritise, exercise initiative and complete tasks within timeframes. Ability to work independently with minimal supervision and as part of a team. An excellent, professional and friendly telephone manner. | Experience completing online applications. An awareness and understanding of the Treaty of Waitangi. Confidence in a networking environment. Familiar with Xero accounting package Familiar with Thank You payroll Familiar with updating information on a website |
| Personal Qualities | |
| Plans, prioritises; is organised and systematic. Warm, respectful and confidential. Honest with integrity and maturity. Tidy presentation. Works independently and enjoys being part of a team. Manages professional relationships pleasantly. Motivated to investigate funding opportunities. Maintains professional boundaries. A clean police check. | |

Hours of work

10 hours per week on days to be negotiated.

The usual hours our Service operates are:

Monday 12:30 pm-8:00 pm
Tuesday-Friday 9:00 am-4:45 pm