Job Title: Grant and Business Development Administrator
Reporting to: Finance and HR Director
Probation period: Yes (6 months)
Work location: Company premises
Appointment: Full time (100% FTE)
Salary: Dependant on qualifications and experience (£30,000+)

Job Purpose

You will primarily have 3 roles:

1. Project Management Support;
2. Administration Support;
3. Business Development Support.

There is likely to be significant overlap between the roles. This role involves using excel, working with numbers and requires attention to detail and accuracy. For this role experience is not required, however a good attitude is important as is a willingness to engage and learn, training can be provided inhouse. Ideally, we are looking to at a start date for the end of June but are open to discussing this for the right candidate.

Main Duties and Responsibilities
Project Management Support

- (Dealing with all aspects of grant administration)
  o Responsible for reconciliation across all grants/projects;
  o Updating and creating spreadsheets for different aspects of grants/projects including;
    ▪ For staff time spent on all grants/projects
    ▪ For Purchase orders made for all grants
  o Handling time sheets;
  o Checking VAT charged on purchase orders deducted from claims;
  o Collating information for all grants/project including;
    ▪ Hours spent on grants/projects.
    ▪ Purchase Orders for grants/projects.
  o Check claim documents for submission;
  o Redact bank statements for claims;
  o Updating spreadsheets to track cost by headings but budgets for grants/projects;
  o Raising international bank transfers documents for partners.

Administration Support

- Creating monthly flexi-time sheets;
- Collating business running costs in a spreadsheet from invoices, bills and bank statements;
- Inputting data for research and development for tax purposes.

Business Development Support

- Publicity materials;
- Online presence – social media/LinkedIn/webpage;
- Raise company profile – could involve attending conferences/trade shows.
- Look at ISO and other certification needed.

In this position there is also a requirement for the successful candidate to be willing to carry out duties that will benefit the company, that is any other reasonable tasks, you identify yourself as needing done or are asked to complete by a manager.

Required Skills/Attributes

- Accuracy.
- Attention to detail.
- Computer competency.
- Competent with Excel.
- Confidence dealing with numbers (confident with basic maths).
- Good communication skills.
- Ability to use own initiative.

Salary dependant on qualifications and experience.

CV's should be sent to jobs@teconversion.com with a covering letter indicating what you would bring to this position.