

Leicester Charity Link

Job Description

Job Title: Trust Administrator
Reporting to: Director of Operations

PRIMARY OBJECTIVES

1. To administer a portfolio of charitable trusts
2. To ensure the smooth running of the Trust Administration Service
3. To provide advice to trustees on the governance and regulation of charities
4. To ensure that the trusts maintain their contractual and regulatory compliance
5. To maintain the good governance of the charities under your administration

KEY TASKS

The key responsibilities are:-

1. Trust Administration
 - a) Organise meetings of the Boards of Trustees of charitable trusts
 - b) Prepare and distribute papers and reports for trustee meetings
 - c) Attending trustee meetings, taking minutes and keeping notes
 - d) Preparation of the minutes of trustee meetings
 - e) Processing grant applications to the trusts, from preparation for trustee meetings to payment of awards when agreed upon, in conjunction with the Casework Team
 - f) Act on other instructions given by the trustees and actions arising from meetings as appropriate
 - g) Completing annual returns to regulatory bodies
 - h) Maintain a good knowledge of the regulatory frameworks for charities and almshouses, and any relevant legislative changes
 - i) Maintaining an overview of governing documents and policy documents and supporting Trustees with the review of these as necessary
 - j) Bookkeeping and financial monitoring/reporting to Trustees, in conjunction with the Finance Team
 - k) Preparation of year-end reports and accounts
 - l) Liaison with the auditors or independent examiners of the trusts
 - m) Liaison with investment managers and banks/financial institutions on behalf of the Trustees
 - n) Administering the recruitment, appointment and induction of new Trustees
 - o) Deputise for other members of the Trust Administration Service in their absence
 - p) Any other duties involved in the operation and governance of the trusts
2. Clerical and administrative duties
 - a) Use of Microsoft Word, Excel and other software necessary to carry out the duties of the post
 - b) Photocopying, filing, emailing and letter writing
 - c) Devising and maintaining office systems
 - d) Answering telephone, email and postal enquiries
 - e) Liaising with trustees and external bodies by telephone, email and letter
 - f) Recording information for statistical reports and management information

- g) Arranging events relating to the administration of the trusts as required
 - h) Any other duties of a similar nature which may, from time to time, be required
3. Other duties
- a) Carry out a range of information gathering activities as required, including online research
 - b) Assist with preparation and distribution of promotional and information materials for the trusts and the Trust Administration service
 - c) This job description indicates the main areas of activity of the post. From time to time, however, other tasks and duties may be required but these will fall within the general area of responsibility of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

ESSENTIAL REQUIREMENTS

1. Good standard of ICT literacy including Word and Excel
2. Proficient typist with good keyboard skills
3. Educated to a minimum of GCSE or equivalent qualification in English and maths
4. Good knowledge of correct spelling, grammar and punctuation.
5. Good literacy and numeracy skills, including the ability to compile written and financial reports
6. Excellent written and oral communication skills
7. Excellent interpersonal skills
8. Ability to make decisions, prioritise and delegate effectively
9. Excellent organisational and time management skills
10. Ability to liaise effectively with individuals and agencies in the private, public and voluntary sectors, and with governmental departments
11. Creative self-starter and able to work as part of a team
12. Good general office experience
13. Able to achieve targets and work to tight deadlines
14. Able to do occasional work in the evenings
15. Sensitivity to the needs of service users and the confidential nature of the work of the service
16. Understanding of and commitment to the principles of equality and diversity
17. Understanding of the voluntary sector

DESIRABLE REQUIREMENTS

1. Experience of the regulatory framework of companies, charities and almshouses
2. Experience of trust administration
3. Experience of charitable grant making
4. Experience of working for a registered social landlord
5. A good working knowledge of computers and Microsoft Office 2016
6. Experience of working with Microsoft Access databases or similar
7. Experience of working with Boards and/or Committees
8. Experience of bookkeeping, accounting and/or financial reporting