

# Grants Assistant

## Role Description

Salary grade:	B
Reference number:	GA
Team:	Investment & Funding Services
Reporting to:	Senior Business Support Officer
Line managing:	No line management responsibility
Location:	Cardiff, Colwyn Bay or Carmarthen offices
Travel:	Limited

## The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We're ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

## Our values

As a public body we're expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

## About this role

Grants Assistants play a key role in the delivery of grant funding and maintaining the information contained on our grants management systems. This includes assisting with the set-up of systems to make funding schemes available to applicants; processing grants through the grants system for the life of the grant; ensuring that the data contained on the grants system is accurate; assisting and advising applicants and staff on processes around the funding systems and guidelines; reviewing application budgets; evaluating financial returns and ensuring applications adhere to our governance controls.

## Principal responsibilities

**Grants management** – provides key grant management, applicant relations, monitoring and evaluation for Arts Council of Wales funding programmes:

- Undertakes eligibility checks of applicant details, reviewing governing documents and bank evidence and liaising with applicants as appropriate in accordance with guidelines and processes.
- Reviews funding application information submitted by applicants in order to ensure funding eligibility criteria have been met and that all required documentation has been submitted.
- Processes withdrawals of applications and provides relevant feedback to applicants.
- Generates and maintains grant payments in our Grants Management System alongside grant requirements/conditions and ensures these are accurate and created in a timely manner.
- Provides input and advice on the development and improvement of our grants systems, policies, procedures, published guidelines and frameworks.
- Provides advice and guidance on the grants system, surrounding processes and requirements including governance requirements to both internal staff and grant applicants.
- Attends and contributes to department, team and grant decision meetings, offering advice in areas relating to eligibility and budgetary analysis in grant meetings where appropriate.

## Funding

- Assists in the establishment of grant funding systems.

- Ensures applicant registrations on the grants management system are processed in a timely manner in accordance with our guidelines, providing advice and guidance to applicants as required.
- Ensuring grant applications are processed in a timely manner in accordance with appropriate guidelines, working with colleagues to ensure applications are correctly set up and coded and assigned to appropriate decision meetings.
- Attends panel meetings to support the effective use of Arts Council of Wales funds by reviewing project budgets and contributing to the funding panel decision meetings (in adherence with Lottery funding and Arts Council scheme guidelines)
- Process application decisions in a timely manner on receipt of meeting minutes ensuring required payments and conditions are generated and the decision communicated to applicants.
- Provides support to the Senior Business Support Officer on the weekly grants payment run, identifying and addressing financial discrepancies, and resolving any issues identified to ensure timely grant payments.

#### Project monitoring:

- Working with colleagues to ensure grant conditions, payments and other project and applicant information is accurately recorded and updated in the grant system as required.
- Ensures additional conditions of grant related to appropriate areas of responsibility have been met and where appropriate payments approved in a timely fashion.
- Ensures completion reports are made available to applicants as required and submissions are received in a timely manner and include appropriate information, providing support and advice as required.
- Support the assessment of completion reports by assessing budgetary spend in accordance with scheme guidelines, including liaising with applicants as applicable, to provide accurate advice to colleagues of submitted budgets and any reclaims/revocations required to ensure Arts Council funds are appropriately managed.
- Responsible for generating revocations and reclaims and working with the finance department to ensure they are accurately processed.

#### Arts Portfolio Wales management

- identify and extract data from organisations' annual accounts, used to provide intelligence for effective statistical reporting as required.

- Supports the Senior Business Support Officer in monitoring quarterly grant conditions for Arts Portfolio Wales.
- Supports Lead Officers in reviewing management accounts of Arts Portfolio Members.
- Supports the Head of Business Development and Senior Business Support Officer in reviewing other information in relation to the Funding Agreements of Portfolio members as requested.

### Relationship management

- Provides a high standard of customer service when dealing with the public and internal staff.
- Provides support across all aspects of the application process both internally and externally.
- Within an established framework, work with and advise senior members of staff, both internally and externally, offering knowledge, support and guidance when responding to eligibility or other administrative queries.

**Anti-Fraud policy** – is familiar with the anti-fraud policy and related guidance together with any specific responsibilities of this role, outlined therein:

- Mitigates risks of fraud by verifying applicant details to our governing and scheme specific frameworks, including the applicants bank accounts and governing documents.

### Corporate compliance

- adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

**Additional duties** – any reasonable duties consistent with the above.

## Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we're efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they'll have developed good organisational skills. So we're particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they'll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of analysing and reporting on data</li> <li>• Comprehensive understanding of monitoring and evaluation procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of grant management systems</li> <li>• Good working knowledge of grant schemes</li> <li>• Knowledge of equal opportunities, child protection and other statutory policy requirements</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proficient IT and administrative skills</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant administrative and financial experience</li> <li>• Proven experience in a similar role</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and prioritise, working effectively under pressure</li> <li>• Capable of keeping up with new policies and initiatives and suggesting improvements</li> <li>• Capable of communicating clearly, with tact and diplomacy</li> <li>• Ability to communicate facts and knowledge relating to detailed request and issues</li> <li>• An interest in the arts in Wales</li> </ul>	

	<ul style="list-style-type: none"><li>• A flexible and adaptable attitude to the developing needs of the team</li><li>• Commitment to high standards of customer care</li><li>• The ability and willingness to occasionally travel throughout Wales and the UK</li></ul>	
Welsh language		<ul style="list-style-type: none"><li>• Fluency in Welsh (both written and spoken)</li></ul>