

## JOB DESCRIPTION

<b>Job title</b>	<b>Grants Assistant</b>
<b>Location</b>	<b>Cambridge, Cambridgeshire</b>
<b>Department</b>	<b>Audit and Accounts</b>
<b>Line manager job title</b>	<b>Assistant Grants Manager</b>

### Overview

We are seeking a motivated and detail-oriented Grants Assistant to join our dynamic team. As a Grants Assistant, you will play a crucial role in supporting our audits of grant claims made by our clients to a number of different funding bodies. Additionally, you will have the opportunity to study AAT Level 4 certification, enhancing your professional development.

### Key accountabilities

- Collect and analyse data to verify our client's grant claims and reporting.
- Prepare documents, spreadsheets, and presentations.
- Maintain clear and effective communication with team members and stakeholders.
- Collaborate with colleagues to ensure the smooth operation of grant-related activities and projects.
- Assist with the preparation, verification and submission of grant certification reports, and other documentation.
- Maintain accurate records of grant applications, awards, and correspondence by our client base to schedule the timetable for our verification reports.
- Identify and provide timely feedback to our clients on discrepancies identified and required improvements to systems and processes.

### Person specification

- Excellent knowledge of Microsoft Office
- Highly computer literate.
- Ability to work flexibly within a busy team
- Proficient attention to detail to ensure accuracy
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation
- Ability to balance multiple priorities and deliver to strict timelines
- Commitment to maintaining high professional standards