**POSITION DESCRIPTION**

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| POSITION TITLE: | Grant Administrator |
| DIVISION / SECTION: | Corporate Services |
| SUPERVISOR: | Chief Financial Officer |
| LEVEL: | 8.1 |
| STATUS (FTE): | Full Time |
| DIRECT REPORTS: | 0 |

**PURPOSE OF THE POSITION**

This position is responsible for the financial management of grant agreements, contracts and project activities and for the coordination with Operational management to ensure the timely preparation and submission of all associated reporting requirements. This position reports to the Chief Financial Officer.

**POSITION RESPONSIBILITIES:**

**Key Accountabilities**

1. Research and identify potential grant opportunities that align with the organisation's mission, goals, and funding needs.
2. Coordinate with internal teams to gather information, data, and statistics required for grant applications. And ensure timely submission of grant applications.
3. Monitor and ensure compliance with all grant requirements, including financial reporting, project outcomes, and use of funds.
4. Collaborate with finance and program staff to develop accurate and realistic budgets for grant proposals, including detailed cost estimates and justifications.
5. Manage the audit relationship around acquittal.
6. Provide guidance and support to staff involved in grant-funded projects, to ensure effective utilization of total grant funds in line with desired objectives.
7. Stay informed about changes in grant regulations, policies, and procedures.
8. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
9. Ensure communications are appropriate to BAC Employees, Directors, Communities, Stakeholders and partner organisations.
10. Maintain a detailed register of all grants / contracts
11. Prepare monthly grant reports and distribute to Operational Management
12. Work with Operational Management to complete and submit progress reports in a timely manner
13. Hold regular meetings with key internal stakeholders
14. Monitor spending against grants to ensure they are in line with budget and meet grant requirements
15. Provide accurate and timely updates / reports to the CEO/CFO as required
16. Grant acquittal
17. Ensure financial data is sufficient to adequate grants
18. Liaise with auditors as required to supply audited acquittals
19. Other financial activities as required
20. Work effectively in a team environment and identify continuous improvement opportunities
21. Adhere to the Workplace Health and Safety, Anti-Discrimination and Fair Work regulatory requirements
22. Any other duties as directed within your capabilities

**SELECTION CRITERIA:**

**Essential:**

1. Ability to analyse financial data, budget proposals, and compliance requirements to ensure alignment with the goals of both the granting organisation and the employer.
2. Ability to manage multiple projects and deadlines effectively.
3. Ability to work independently and collaboratively in a team environment.
4. Knowledge of government regulations and compliance requirements related to grants.
5. High ethical standards in dealing with sensitive financial and confidential matters.
6. 2 years minimum experience in working with grants
7. Demonstrated ability to work alongside operational management
8. Ability to communicate effectively with internal and external stakeholders
9. Ability to develop and maintain positive working relationships with team members and foster a commitment to changing service standards and business improvement strategies and principles

**Desirable:**

1. Experience working for a community development or not-for-profit organisation.
2. Degree/Diploma/Certificate in Accounting, Commerce or Business.

**Approval:**

Chief Executive Officer, BAC