

## **William A Cadbury Charitable Trust – Trust Administrator**

### **About us**

Established in 1923 the William A. Cadbury Charitable Trust now ranks in the top 300 grant making trusts in the UK and supports a wide range of third sector organisations working in Birmingham and the West Midlands.

### **About the role**

Trustees seek an administrator to work one morning per week based in a modern, well equipped office on the University of Birmingham Selly Oak campus. The trust uses a bespoke grants management system which automates most routine tasks.

The role includes:

- Respond to queries emailed from potential applicants.
- Grant applications submitted via the Trust's website are downloaded to the grants management system.
- The allocation of small grants is delegated to a trustee who visits the office once per month. Assist by processing rejects and grants made through the grants management system.
- Prepare the papers and agenda for the trustee meetings held twice a year in May and November. Attend the meeting and take minutes. Process the grants made and applications rejected.
- Reconcile the cash book with the bank record and chase outstanding receipts.
- Liaise with the Trust accountant and auditor. Provide the papers and records needed for the preparation of the annual report and accounts.
- Complete the Charity Commission annual return.

### **Remuneration**

£25,000 per annum (pro rata).

This role is part-time, averaging around 5 hours per week (based on a pro-rata salary), with a need for flexibility, particularly in the lead-up to the half yearly trustee meetings.

### **Applications**

Please apply by email in the first instance to [rupert.cadbury@wa-cadbury.org.uk](mailto:rupert.cadbury@wa-cadbury.org.uk)