



PROJECT FINANCE SUPERVISOR

Development Phase Tender Brief

Project Title: Saving Grada for the Community

**Tender Opportunity made possible through
Development Phase Funding**

From The National Lottery Heritage Fund

Job Description

Grade Church is a small building dating back to the 13th Century for which a complete restoration is planned. Support is required to manage the cash flow for the project and to assist in setting up the systems and documents required to support the delivery stage of an application to the National Lottery Heritage Fund.

Terms:

- £25 per hour
- Flexible hours approx 250:
 - 30 hours for delivery phase application support
 - 20 for hours pre-project commencement preparation
 - 25 hours per month for duration of the project = 150 hours
 - 50 hours for overrun in any area
 - Anticipated total hours 250
- Working from home, driving license or ability to visit church and other locations as required to fulfil the job description

Please note that funding is only available for the Development Phase which relates to approx 50 hours, there is no guarantee that work will continue into the Delivery Phase.





Key Responsibilities:

Cash Flow Management

- Prepare a cash flow for the development phase of the Project
- Prepare a cash flow for the duration of the project to accompany a Delivery Phase application to the Heritage Fund in line with their guidance
- Provide Income and spending forecasts for 5 years following project completion
- Liaise to achieve the above with the Lead Consultant, Project Support Officer, Contractor, Grant Providers, Parochial Church Council and Friends of St Ruan and St Grade
- Prepare and Agree Payment Schedules as required co-ordinating timing of contractor and consultant payments in line with grant drawdown schedules
- Maintain the cash flow for the project
- Prepare and submit grant claims, including collation of supporting documentation
 - and proof of payment.
- Liaise with all concerned to ensure adequate funds are available to meet payment schedules.
- Anticipate potential shortfalls and advise promptly

Financial Records and Reporting

- Record all project-related income and expenditure in an agreed financial system
- Prepare regular cash flow summaries, reconciliations and variance reports
- Identify and report potential cash flow issues or funding gaps
- Support the preparation of financial claims and returns to funding bodies, including if required submission of invoices, receipts, and evidence of payment
- Ensure financial documentation is properly stored and auditable
- Preparation of final reports as required by Grant Providers
- Regular (at least monthly) reporting to the Parochial Church Council and Friends of St Ruan and St Grade



Skills and Experience

- Reliable, proactive and self-motivated
- Strong communication and organisational skills
- Commitment to supporting the successful delivery of the church restoration
- Experience in bookkeeping, cash flow management or financial administration.
- Strong numerical and organisational skills.
- Proficiency in spreadsheet or accounting software.

Submission Details

Please submit a final Tender to Brian Jenkins at the email address below. Any queries prior to submission may also be made using this point of contact.

friendsofstruanandstgrade@gmail.com