Fund management roles and responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Lead** | **Support** | **To find out** |
| Review funder grant agreement /contract and assess terms & conditions (T&C) |  |  |  |
| Negotiate specific grant/contract conditions |  |  |  |
| Sign funder grant agreement/contract |  |  |  |
| Set up financial systems to manage grant/contract conditions |  |  |  |
| Uploading grant/contract documents onto shared internal file systems |  |  |  |
| Establish lines of communication with funder representative(s) |  |  |  |
| Where there are sub-grants, prepare guidance manual and support structures, pass down all funder T&C in sub-grant agreement |  |  |  |
| Where consultants used, pass down all funder T&C in consultancy contract |  |  |  |
| Ensure new and existing staff working on the project are aware of the grant/contract conditions |  |  |  |
| Ensure all purchases are made according to funder procurement requirements |  |  |  |
| Submit claims for income from funder |  |  |  |
| Manage the fund budget |  |  |  |
| Monitor income and expenditure, including commitments |  |  |  |
| Write narrative reports |  |  |  |
| Prepare project financial reports as per funder reporting schedule |  |  |  |
| Submit reports to funder as per reporting schedule |  |  |  |
| Review whether a grant agreement/contract amendment is needed (budget change, activity change or extension of time) |  |  |  |
| Submit change requests to funder |  |  |  |
| Ensure project reports reconcile with the organisation’s financial accounts |  |  |  |
| Close the grant/contract ensuring all conditions have been met |  |  |  |
| Carry out a review to identify learning points |  |  |  |
| Prepare for a project audit |  |  |  |