

act:onaid Job Description and Person Specification

Job Title:	Grants and Compliance Advisor		
Directorate/Cluster:	Resource Mobilisation and Innovation	Unit/Team:	Institutional Funding Team (IFT)
Grade and Salary:	GS Grade D	Contract Type:	Three years fixed term
Location:	Johannesburg, Nairobi or London Office	Budget Holder:	No
Reports to: (incl matrix reporting)	Global Grants Compliance and Assurance Lead		
Direct Reports :	None		
Matrix Reports:	None		
Operational Remit:	Global <input type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> International Secretariat <input checked="" type="checkbox"/>		
DBS (CRB) / Police Check:	No		
Job Role			
Role Overview:	<p>The post holder is an integral part of the Grants & Compliance Team and wider Institutional Funding Team (IFT) and provides timely support and advice to ActionAid members in effective grants compliance and risk management of institutional donor grants and contracts. The role primarily provides support to multi-country projects funded by Norad and SDC, and support on USAID compliance and tools development, and other new areas of focus. The role also covers wider grants/compliance support requirements to the federation as and when needed.</p> <p>To support high risk institutional grants from across the ActionAid Federation; provide capacity building to relevant federation staff on grants compliance; support core IFT team projects with cost recovery, compliance, and risk monitoring systems; provide technical guidance on implementation of internal controls to strengthen financial management; monitor co-financing risk, undertaking internal reforecasting management; tracking donor contract income, expenditure, and reporting.</p> <p>To produce quality compliance and risk management reports; provide guidance to countries on contract management; support external audits and close out processes and guide relevant staff on donor grant rules and compliance issues including downstream partner capacity monitoring.</p>		
Areas of Responsibilities	Key Activities		
1. AAI Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> • Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement. • Feminist Leadership: Champion feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • AAI Values Practice: Ensure a personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility 		

2. Delivery on Strategic Priorities

1. Ensure compliance and risk management of a grant/contract portfolio across the ActionAid Federation

- Maintain a database/risk log of General Secretariat sub or prime contracted grants (SDC, Norad and USAID) across the Federation with accurate and updated information, referencing key internal risk management documents and monitoring the co-financing liabilities across the portfolio.
- Support AAI members with grant and contract management tools and compliance systems and processes throughout the project cycle, from contract negotiations through to close out including effective partner/sub-grants management such as organisational capacity assessments, due diligence and partner capacity building
- Effective coordination and facilitation of GS support activities (e.g. internal audit visits/systems implementation etc.) to projects in countries where management fees are received from the donor for the GS to provide specific direct support.
- Regularly monitor the contract management performance against contractual indicators and timelines, including reviewing technical financial data ensuring this is translated into informative donor reports and flagging any risks for appropriate management action.
- Provide technical advice to members to ensure adherence to the award specific rules, regulations, and procurement standards, including providing training to members and partners.
- Provide technical advice to ensure adherence to ActionAid policies and practice, in the absence of clear donor rules, and where guidance clashes, support the resolution or compromise.
- Maintain schedule of all planned donor reporting and ensure proactive planning and preparation to ensure successful completion and timely and accurate submission of reports. Where appropriate, review of donor narrative and finance reports to ensure quality assurance and donor compliance.
- Work with project accountants to monitor cost recovery charged and support cash flow management including pre-financing requests, timely and accurate payment requests made to donor and tracking outstanding amounts due from the donor.
- Contribute to the effective use of global systems for better management of restricted funding across the Federation and as and when needed provide technical guidance on grant management best practice.

2. To contribute to ongoing development, support and implementation of institutional funding systems, processes, and tools.

- Working closely with the Grants Compliance and Assurance Lead, contribute to the development and implementation of improved business processes i.e. monitoring trends, and identifying learning from case studies, policies and operational guidelines to facilitate better management and accountability of institutional income.
- Actively contribute to key projects, communications, and networks for the Institutional Funding Team, such as cost-recovery, co-financing, partner risk management and business development (financial planning and advice)
- Ensure timely and accurate data uploads by countries into the Contract Management System (CMS) and facilitate greater uptake of the CMS for grant management processes working closely with the CMS team.

	<p>3. Provide technical advice and support on financial management, risk management and audits.</p> <ul style="list-style-type: none"> • Technical guidance and support to establish standard operating procedures, internal controls and set up systems to monitor key accountabilities to strengthen contract and financial management e.g., co-financing, exchange rates, levies, sub-granting and eligibility of expenditure, etc. • Under supervision of the Grants Compliance and Assurance Lead establish and monitor key financial and grant compliance indicators. Carry out risk assessments, produce risk mitigation strategies and monitor shifts for ongoing grants. • Provide technical guidance and support to GS internal audit in assessing member’s compliance to donor rules and regulations. • Technical guidance and support in preparing for and managing donor led and external audits including legal and contractual advice – seeking internal and external legal advice when required, liaison with auditors and negotiating contested findings where appropriate. • Participation in project governance meetings as and when required. • Work closely with Business Development Advisors to support project teams to develop co-financing plans/proposals and monitor progress with a focus on cost recovery principles and value for money <p>4. Grant management capacity building</p> <ul style="list-style-type: none"> • Support donor grant/contract management capacity development through inception workshops, online training and other support as required. • Support the development of a federation wide grants and compliance community as part of the Grants & Compliance Forum webinar series. • Working closely with the financial advisers to support donor financial management capacity development. • Develop financial and compliance resources, including comprehensive best practice guidance training materials for management of institutional funding. • Provide support to members on institutional donor rules and regulations. • Support grant closure processes. <p>5. Knowledge management, communications, and coordination</p> <ul style="list-style-type: none"> • Track, document and disseminate donor reporting trends, quality assurance issues and feedback from managing the grant portfolio. • Participate in and contribute to external NGO networks to broaden perspectives on industry trends on grant management, finance and compliance and keep up to date on changes in donor grant rules.
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • Degree or diploma in Business Studies, Economics, Finance or a related field or equivalent experience. • Fluency in written and spoken English with the ability to tailor communications to a range of audiences, including those for whom English is not a first language

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Essential Knowledge, skills and Experience		<ul style="list-style-type: none"> • Excellent working knowledge of institutional donor rules (such as EU/FCDO/ECHO/USAID/AFD), regulations, financial control procedures and riskmanagement. • Solid experience of setting up systems to monitor donor compliance and developing and implementing relevant tools. • Excellent skills and knowledge in financial reporting and audit preparation. • Demonstrable financial management experience - encompassing income and expenditure monitoring, financial reporting, and audit. • Good experience and proven ability to translate technical financial data into informative reports to a wide audience. • Proven and good experience of facilitation, including hands-on experience of participatory training and capacity building skills. • Proven experience in grant closure; particularly supporting efficient and timely <u>administrative</u> and <u>financial</u> closure of grants. • Understanding of the grant life cycle and good knowledge of grant management best practice. • Demonstrated experience working in multi-country/ multi-entity projects. • Proven knowledge and experience of using contract management systems or bespoke databases as well as MS Office. • Excellent interpersonal, negotiation and influencing skills. • Excellent written and verbal communication skills with proven experience of working effectively and managing relationships at all levels in a multi-cultural environment, often at a distance. • Ability to think and work pre-emptively and creatively, prioritising own workload under pressure or when faced with competing demands and work with minimal supervision. • Excellent organisational awareness and problem-solving skills. • Ability to work in a multicultural context/environment and demonstrate innovative practices.
Desirable Knowledge, skills and Experience		<ul style="list-style-type: none"> • Experience of working with commercial contracts. • Attained or working towards an Accountancy or Audit qualification. • Knowledge of Human Rights Based Approach (HRBA) • Fluent language; French or Portuguese
Competency Profile		
Leading Organisation	Strategic Perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leading Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).

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	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and actively seeks new ideas, experiments with new processes/practices that capitalises on opportunities