

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Grants and Compliance Manager – Partnership for Social Accountability (PSA) Alliance		
<b>Directorate/Cluster:</b>	AAI	<b>Unit/Team:</b>	PAGE/RMI
<b>Grade and Salary:</b>	Grade D	<b>Contract Type:</b>	Fixed Term – part-time (50%) for one year.
<b>Location:</b>	GSHub Nairobi/ Johasseburg	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to: (incl matrix reporting)</b>	SDC Project Manager/Matrix reports to Global Grants & Compliance Lead		
<b>Direct Reports :</b>	SDC Project Manager		
<b>Matrix Reports:</b>	Global Grants Compliance & Assurance Lead		
<b>Operational Remit:</b>	GS/Tanzania/Mozambique/Zimbabwe/Zambia/Malawi		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The post holder is an integral support to the PSA Alliance Consortium Project Manager, Consortium Project Management Unit, International Project Accountability Team, the Consortium Steering Committee and the country level Senior Management Teams to provide timely guidance and advice in effective grants compliance and risk management of restricted funded donor grant contracts – primarily the Swiss Development Cooperation (SDC) funding sub-granted by the GS to five AA countries and three regional Consortium members.</p> <p>To deliver capacity building, oversight of and support with restricted funding management from across the ActionAid Federation as well as locally sourced; provide capacity building to relevant PSA Alliance project country staff, Consortium members and implementing partners on grants compliance, support core projects e.g. cost recovery, compliance and risk monitoring systems, CMS, GFS and technical guidance on ensuring implementation of internal controls to strengthen financial management; monitoring any co-financing risk, internal reforecasting management, tracking donor contract income, expenditure and reporting.</p> <p>To produce quality compliance and risk management reports, provide guidance to the five PSA Alliance project countries on contract management set up/partner compliance management, support external audits and close out processes and guide relevant staff on donor (SDC) grant rules and compliance issues including downstream partner capacity building and monitoring.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>1. AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>AAI Values Practice:</b> Ensure 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</li> </ul>
<p><b>2. Delivery on Strategic Priorities</b></p>	<p><b>1. Ensure compliance and risk management of the SDC funded project across all implementing countries</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain regional and national risk registers and issue logs across all SDC country grants with accurate and updated information, referencing key internal risk management documents and including regular updates from 121 support.</li> <li>• Support the project staff and partners with development of grant management tools and compliance systems and processes throughout the project cycle, from contract negotiations and to close out including effective partner/sub-grants management such as organisational capacity assessments, due diligence and MOU's.</li> <li>• Effective coordination and facilitation of support activities (e.g. internal audit visits/partner reviews/systems implementation etc.) to projects.</li> <li>• Regularly monitor the grant management performance against key indicators and timelines, including reviewing technical financial data ensuring this is translated into informative donor reports and flagging any risks for appropriate management action</li> <li>• Provide technical advice to colleagues to ensure adherence to the grant specific rules, regulations and procurement standards.</li> <li>• Maintain schedule of all planned donor reporting and ensure proactive planning and preparation to ensure successful completion and timely and accurate submission of reports. Review of donor narrative and finance reports to ensure quality assurance and donor compliance.</li> <li>• Support the Consortium and national project accountants to monitor 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.</li> <li>• Contribute to the development and implementation of improved budgeting approach for restricted funds and provide technical guidance on project budgets.</li> <li>• Monitor and report on cost recovery budgeted v actual</li> <li>• Mentor the Consortium Project Accountant to take on an expanded compliance and risk management role.</li> </ul> <p><b>2. To devise and support implementation of institutional funding systems and processes</b></p>

- Lead on the development and/or implementation of improved business processes i.e. monitoring of trends, and identifying case study learnings, policies and operational guidelines to facilitate better management and accountability of institutional income.
- Contribute effectively to key global projects, communications and network, such as the grants & compliance forum, cost-recovery project, co-financing, partner risk management and business development initiatives
- Ensure timely and accurate data uploads into the Contract Management System (CMS).

**3. Provide technical advice and support on financial management, risk management and audits**

- Technical guidance and support to establish standard operating procedures, internal controls and set up systems to monitor key accountabilities in order to strengthen grant and financial management e.g. co-financing, exchange rates, levies, sub-granting and eligibility of expenditure, etc.
- 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 internal audit in assessing 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.
- Contribution to and participation in IPAT and IPMT meetings as and when required
- Support country teams to develop co-financing plans where necessary and monitor progress with a focus on cost recovery principles and value for money – as part of wider compliance support additional to SDC project.

**4. Grant management capacity building**

- Support donor grant management capacity development through development of materials for and delivery to PSA project inception workshops at regional and national levels, online training, support for implementing partner capacity building and other support as required.
- Input to the federation wide grants and compliance community as part of the wider organisational fundraising community of practice
- 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 other Resilient Livelihoods and Climate Justice (RLCJ) projects and colleagues on institutional/SDC donor rules and regulations.

	<p><b>5. Knowledge management, communications and coordination</b></p> <ul style="list-style-type: none"> <li>Track, document and disseminate donor reporting requirements, quality assurance issues and feedback from managing the SDC grant portfolio</li> <li>Maintain an SDC grants contracts risk register with all current live project risk data and updated status information from regular country 121's</li> </ul>
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>Degree or diploma in Business Studies, Economics, Finance or a related field.</li> <li>English Language proficiency</li> </ul>
<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>Excellent working knowledge of institutional donor rules (such as SDC/EU/DFID/ECHO/USAID), regulations, financial control procedures and risk management.</li> <li>Solid experience of setting up systems to monitor donor compliance monitoring, developing and implementing relevant tools.</li> <li>Excellent skills and knowledge in financial reporting and audit preparation.</li> <li>Demonstrable financial management experience - encompassing income and expenditure monitoring, financial reporting, and audit.</li> <li>Good experience and proven ability to translate technical financial data into informative reports to a wide audience.</li> <li>Proven and good experience of facilitation, training and capacity building skills in a organisation</li> <li>Sound knowledge and good experience of using contract management systems or bespoke databases as well as MS Office.</li> <li>Excellent interpersonal, negotiation &amp; influential, written and verbal communication skills to work effectively and manage relationships at all levels in a multi-cultural environment, often at a distance</li> <li>Ability to think and work proactively and creatively, prioritising own workload under pressure or when faced with competing demands and work with minimal supervision.</li> <li>Excellent organisational awareness and problem solving skills</li> <li>Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices.</li> </ul>
<p><b>Desirable Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>Attained or working towards an Accountancy or Audit qualification</li> <li>Experience of working in a global team and providing remote/distance support</li> <li>Knowledge of Human Rights Based Approach (HRBA)</li> <li>Fluent in Portuguese, Swahili or other languages spoken in the five project countries.</li> </ul>
<p><b>Competency Profile</b></p>	

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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).
	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 proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities