

**VACANCY**

**Background**

United Purpose (UP) Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is the largest country programme. UP currently operates in 17 districts in Malawi, supporting over 30 on-going projects, with a total staff of over 180. UP invites applications from suitably qualified and experienced persons to fill the following local vacancy:

**GRANTS AND COMPLIANCE MANAGER based in Lilongwe**

Job Purpose: The post holder will be responsible for compliance oversight by implementing grant compliant policies and procedures and coordinating donor reporting. Responsibilities will also include financial management including full cost recovery: analysis of spending, forecasts, budgets (in conjunction with programme and project managers and accountants), processing of budget realignments, reviewing of donor and project audit reports, grants information management and grants management capacity-building efforts. The role reports to the Systems Director.

# Key responsibilities and duties

1. **Donor Compliance**

* Minimize disallowed expenditures and potential loses to United Purpose through active monitoring of expenditure coding, procurement processes, documentation and adherence to reporting deadlines.
* Ensure compliance with financial and other donor requirements through monitoring and support visits to the field. Initiate internal checks as may be necessary.
* Maintain an orderly and up to date filing system for all grant related documents including grant agreements and donor reports.
* Identify and communicate compliance risks based on the various donor agreements, giving recommendations on ways to mitigate the risk.
* Ensures project closures are done as per donor rules/ requirements.

1. **Donor Reporting (Financial)**

* Review monthly, interim and final Financial Donor reports to ensuring that they are accurate as per donor reporting requirements. Liaise promptly with Project Managers on any issues that may arise.
* Coordinate the processes for donor reporting to ensure that reports are of high quality, delivered on time and supported by auditable records.
* Reconcile donor reports (Financial) against the relevant BVA reports and SAGE balances.
* Management of sub grantees by ensuring that their expenditure is in line with donor agreements or rules and reporting is timely.

1. **Budgeting and proposal development**

* Assist Project Managers in budget compilation at the project proposal stage.
* Ensure that support/running costs are adequately covered in the development of project or funding proposals.
* Provide day to day support and advice on funding issues relating to current grants.

1. **Project Budget monitoring**

* Support Project Managers in the phasing of project budgets and designing a pattern of project spends that aligns with approved delivery plans/milestones.
* Review budgets and assist with budget amendments or forecasts.
* Coordinate with respective budget holders in order to ensure that budgets are correctly allocated and aligned.
* Monitors project spend versus implementation work plans and advises Management on corrective action.

1. **Grant Accounting & Management**

* Interact effectively with donors, regarding a variety of issues, such as budget revisions, income requests, forecasts and donor compliance in liaison with DCD- Programmes, Systems Director, Project Managers, Programme Support Coordinator and Project Support Officer.
* Support Project Managers and Accountants in translating project contracts into clear compliance requirements and deliverable deadlines.
* Participate in Project Start meetings, mid-term review meetings and end of grant closure meetings.
* Organize and participate in monthly meetings with Project Managers to review monthly Project reports against budgets.
* Alert the DCD- Programmes, Systems Director, Project Managers of the risk of over/under expenditure, late reporting, control weaknesses or non-compliance with other donor guidelines.
* Ensure that grant income (received and receivable) is accurately reported in SAGE and that Grants income or installments due are promptly claimed from donors in line with donor agreements.
* Maintain a successful grants monitoring and tracking system to quickly and easily assess the status and performance of each grantee, including any implementation issues.

1. **Donor Audits (Internal and External)**

* Ensure that donor audits are properly scheduled and communicated in advance to the relevant staff.
* Ensure proper planning of donor audits including the availability of the required documents and files prior to audits to minimize financial losses to United Purpose.
* Draft responses to audit findings in coordination with Project managers and accountants.
* Assist in preparing for United Purpose statutory audits particularly in the preparation of the necessary grants schedules with supporting documentation and reconciliation of all grants related accounts.

1. **Training and Capacity building**

* Facilitate and participate in finance workshops to build the grants management capacity of UP staff and understanding of UP’s finance policies and procedures as they relate to project Management.
* Ensure partner capacity building through the periodic running of training, coaching and workshops.

**Essential skills and experience**

* Bachelor's degree in Accounting or Administration. Professional qualification will be an added advantage.
* At least 4 years of work experience in relief or development programmes or organisations.
* At least 3 years of experience in grants management; managing different donors e.g. DFID, EU, UN, Irish Aid or USAID.
* Excellent oral and written reporting skills and demonstrated ability to write and edit reports under deadline pressure.
* Good knowledge of SAGE or similar accounting packages.
* Ability to engage with non-finance staff.
* Working knowledge of budget development and management.
* Experience conducting assessments, preferably using participatory approaches.
* Competence with Windows, Microsoft Office.
* Fluent written and spoken English required.
* Flexibility and optimism are assets and highly valued.
* Strong organization skills, excellent interpersonal skills.
* Ability to work well in a distributed, multi-cultural environment.
* Self-starter, who works well in a team but also independently.

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form. Please note that CVs and cover letters will not be accepted.

Please visit <https://united-purpose.org/s/UP-Job-Application-Form-2wtb.doc> to download the Application Form, and then submit the completed form via email only to [applicationsmw@united-purpose.org](mailto:applicationsmw@united-purpose.org) When submitting, please cite the position you are applying for in the subject title. Any applications that do not include this in the title will not be considered. Please also ensure that the application and cover letter is saved as per the following example: **[your name] \_ Grant and Compliance Manager application**. No hard copies / physical applications will be accepted.

Closing date for the receipt of completed application forms is **12:00 Midnight of 27th May 2022.** Only short-listed candidates will be contacted.

United Purpose / SHA takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. United Purpose/ SHA has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about UP, please visit our website at [www.united-purpose.org/malawi/](http://www.united-purpose.org/malawi/).

**UP/SHA is an equal opportunity employer. Female applicants are strongly encouraged to apply.**