

**JOB DESCRIPTION**

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| **Job Title:** | Grants Manager (GM) |
| **Company:** | Self Help Africa Malawi Country Programme |
| **Department:** | Finance Department |
| **Location:** | Lilongwe |
| **Reports to:** | Head of Finance and Administration |
| **Salary:** | As per organisations salary scale |
| **Job Purpose:** | The main purpose of this role will be directly responsible, for a financial perspective, for all the indirect implementation of projects by Self Help Africa (SHA) i.e. local implementing partners funded and managed by the Country Programme under the overall managerial and administrative leadership of the Head of Finance and Administration (HOFA).  The GM will strengthen the finance and administration function through the provision of technical support to the finance and administration department to ensure SHA finance policies and procedures are adhered to in line with donor partners and legal compliance guidelines. This position will also form a complementary role to the existing finance department by preparing budgets for proposals and assisting the finance function as and where necessary.  This will include but not limited to provision of support to SHA partners to ensure they maintain sound financial planning, working on the budget section of the proposals to potential donors, managing finances for SHA and keeping the finance department up to date with the latest developments in the regulatory environment (NGO Board and legal) advising and steering any changes to policies and procedures.  The GM shall also steer any due diligence processes while new partners are being identified. |
| **Key Responsibilities:** | **Partner Management**   * Review and report on the financial systems and structures for all the Partners in the Country Programme by undertaking regular field visits to the partners and verifying their financial transactions; * Carry out monthly project site visits to validate programme activities expenditure, in conjunction with the quality assurance team. * Strengthen the capacity, through training and mentoring, of partner organisations’ financial management and reporting systems to ensure they have a strong financial system and structure in place. * Perform comprehensive due diligence procedures/exercises on potential and current partners (conduct feasibility, risk assessment, draw up action plans, follow up and review the implementation) in conjunction with programme colleagues. * Support the Enterprise Development team in building the financial capacity of SHA associated farmer groups on financial and organisational development. * Carry out orientation of new donor financial guidelines and requirements to projects staff and related stakeholders at project start up workshop * Assist the programmes team in providing guidance in recordkeeping and financial management during the formation of farmer groups, including associations, cooperatives and unions, where necessary. * Evaluate the internal control systems and conduct financial risk assessment of partners to identify areas requiring attention and improvement. Prepare ad hoc reports as required. * Work with the partners to ensure they implement audit recommendations and are compliant with SHA’s finance and logistics policies. * Create partners transaction for posting and presentation to the Finance Manager. * Monthly review/query of partner disbursement requests, trial balance, financial templates, reports and statements received from the partners. * Assist the Head of Finance and Administration in performing financial checks and controls in project field offices, * Assist in monthly reconciliation and monitoring of partner accounts to ensure partner spending are all in line with agreed budgets - identify potential under or over-spends and liaise with HOFA and revert to the partners on required action needed.   **2. Operational Management**   * Coordinate regular internal audit of local partner organisations, ensuring their financial systems and controls are of an appropriate standard to ensure security and effective management of funds advanced by SHA. * Produce donor monthly and quarterly reports for all projects in time for reviews by the Head of Finance on time for submission to donors * Receive approved funding requests, ensure that all project related Project Payment Request are drawn within the project approved budgets and, approved and processed on time. * Liaise and work closely with the Finance Manager on the monthly anticipated results and monthly Funds On Hands calculations and request. * Assist in ensuring that procedures are adhered to by all partners in the country programme and assist in ensuring efficient management of financial and other resources by partners. * Assist in ensuring that partner reports are completed in accordance with deadlines.   **3. Proposals and Funding Initiatives**   * In liaison with the programme team and HOFA prepare realistic and comprehensive budgets in line with the donor proposal guidelines/scoping documents.   It is expected that the candidate will:   * Carry out these accountabilities within the operating and process frameworks that apply to the whole Self Help Africa organization. * Work together with all your key stakeholders: line and functional to ensure organizational objectives, mission and vision are met. * Exemplify the Self Help Africa Standards of Integrity, Purpose & Values. |
| **Key Relationships:** | **Internal**   * Country Director, Head of Programmes, Head of Finance and Administration, Finance Team, SHA Managers and from HO the Programme Support Coordinators for Country and Partnership & Capacity Building Advisor.   **External**   * Executive Director and Finance personnel of all partner organisations, Stakeholders, government departments, external auditors, donor auditors. |
| **Knowledge and Experience:** | * 3 years’ experience with good knowledge and understanding of working with and the functioning of International NGOs, Local NGOs and Community Based Organisations (CBOs). * 3 years’ experience with Good knowledge and experience of working with Community Based Organisations such as Farmer Associations and Cooperatives. * Medically fit and prepared to travel extensively across the country * Strong understanding and practical work experience in busy office environment * Able to work well with staff and partners at different levels, * Proven problem solving and organizational skills, flexibility and calm under pressure * Excellent English language skills. A good communicator, both verbal and written. * Ability to work in a team; able to live and work closely with a diverse team with minimum direct supervision |
| **Qualifications/Other Requirements:** | **Essential**   * A bachelor’s degree in commerce/business administration (accounting/finance option) * Partly qualified accountant – CPA or ACCA * At least 3 years’ experience in financial management, grants management experience will be added advantage preferably in the NGO sector * Knowledge of accounting principles and hands on experience of using computerised financial systems. * Proficiency in IT applications such as word, excel, power point and internet * Excellent analytical, problem solving and communication skills * Dynamic, hardworking, result oriented and able to work with minimum supervision * Strong commitments to aims, objectives and values of SHA programme * High level of integrity and high standards of personal conduct * Experience of developing and improving financial systems * Experience in delivering finance training to groups * Experience in managing multiple donor grants and understanding of major donor requirements   **Desirable**   * Experience working in I/NGOs |
| **Role Competencies:** | * Excellent communication skills * Ability to work as part of team across different cultures * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action |

*This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.*

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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