



Job Description

Job Title: Grant Finance Officer – Inclusion Works (2 year fixed term contract)

Job Location: UK

Reports to: Grant Finance Manager – Inclusion Works

Responsible for: N/A

Department: Policy and Programme Strategy (PS2)

Job Purpose:

The Grant Finance Officer - Inclusion Works will support the day to day administration of the Inclusion Works programme to ensure all financial requirements of the project are fully met. This role will involve close collaboration with the Institutional Funding team, which has overall responsibility for the funding, as well as the Planning, Performance and Reporting (PPR) team, consortium partners and implementing partners. The post holder is expected to travel up to 5 weeks a year.

Principle accountabilities:

1. Support the development, review and amendment of coordinating and implementing consortium partner contracts and budgets to enable project delivery.
 - Support the core project annual budgeting process, including development of templates, coordinating budget submission and preparation of agreement/amendment letters.
 - Coordinate and support reviews of expenditure vs budget for all consortium and implementing partners/countries
2. Coordinate the process for timely and accurate donor financial submissions including core financial expenditure reports, forecasts and ad hoc requests.
 - Check, review and process consortium and implementing partner and consultant claims, and support with other day to day finance and administration tasks on the project.
 - Assist the Grant Finance Manager- Inclusion Works with the review of all financial expenditure reports/outputs.
3. Undertake ongoing financial monitoring of consortium partner projects budgets and sharing this analysis as required.
4. Support the preparation of financial reports and forecasts for the donor.
 - Reconcile the reports to the accounting system.
 - Assist with the production of internal management accounts in line with Inclusion Works project team timetable.
 - Support the Grant Finance Manager- Inclusion Works with annual project reporting
5. Support the day to day finance and administration tasks on the project including partner transfers, funds request for donor, cost recovery, fund management and procurement.

- Work with the Grant Finance Manager Inclusion Works and relevant Sightsavers teams to ensure income and expenditure on projects funded by institutional donors is correctly reflected in Sightsavers financial systems.
- Support the commissioning of risk and audit reviews of consortium and implementing partners.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- An understanding of and commitment to equality of opportunity for people with disabilities
- Able to demonstrate finance and accountancy experience desirable.
- Experience working in the overseas development and humanitarian sector desirable
- Experience of institutional donor or large scale contract management desirable. In particular experience of DFID funding would be useful.

Skills (Special Training or Competence):

- Excellent numerical skills
- High proficiency with Excel (pivot tables) is required and experience of a computer based accounting system is desirable.
- Strong attention to detail when needed, with a willingness to follow issues through to resolution.
- Demonstrated ability to effectively prioritise work in a high pressure environment working to competing deadlines
- Excellent written and verbal communication skills
- Strong interpersonal and relationship building skills
- Willingness to continuously develop skills and knowledge to remain current with donor funding developments.
- Able to travel for up to 5 weeks per year

Core Behaviours:

- Communicating & Influencing
- Change & Improvement
- Team Working
- Planning & Organising
- Delivery & Implementation

Key Relationships

Internal

- Inclusion Works Programme Management Team
- Policy and Programme Strategy department
- Programme Systems and Monitoring Team
- Institutional Funding Team
- Inclusion Works Consortium Partners

- Regional/Country Directors and Finance Managers
- UK and programme finance teams

External

- Inclusion Works Consortium Partners
- Disability Policy teams
- Relevant external partners and stakeholders in the thematic sectors

Date as of: July 2018