



**Job Title:** Project Finance and Risk Officer  
**Job Location:** Haywards Heath, UK  
**Reports to:** Project Finance and Risk Manager  
**Department:** Planning, Performance and Reporting - Finance & Performance

### **Job Purpose:**

The Project Finance and Risk Officer plays a key role in monitoring and reviewing Sightsavers' projects. There is a particular focus on projects funded by Institutional donors (i.e. governments, large private foundations and trusts).

This is a specialist role with detailed understanding of the rules and regulations of large-scale donors (e.g. USAID, EC, DfID, SCB<sup>1</sup>) and a wide range of smaller-scale donors.

The role involves close working relationships with Sightsavers' Regional and Country Offices who are accountable for the implementation of project activities. The role also involves close liaison with the Institutional Funding team, who coordinate grant management (including proposal development and donor reporting).

The Project Finance and Risk Officer operates within the Programme Oversight and Financial Framework established within the Finance & Performance department.

### **Principal Accountabilities:**

#### Grant and contract management for projects

- Coordinate the development of budgets for large-scale grant applications (e.g. USAID, EC, DfID, SCB<sup>1</sup>) and smaller-scale grant applications. This involves supporting to Sightsavers' Country Offices staff as required, undertaking detailed reviews of their work and ensuring the application is in line with Sightsavers' policies;
- Accountable for the review and sign-off of the financial, procurement and compliance aspects of funding agreements with institutional donors, using internal resources as required;
- Accountable for the sign-off of donor financial reports. This provides quality assurance for Sightsavers;

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<sup>1</sup> USAID – United States Agency for International Development; EC – European Commission; DfID – Department for International Development (UK government); SCB – Standard Chartered Bank.

- Support the quarterly programme oversight reporting process for allocated projects. This process is set up to monitor Sightsavers' higher risk grants;
- Prioritise on the basis of financial risk, based on grant complexity, donor compliance, contract value, and reputational risk;
- Work with the Management Reporting team to ensure income and expenditure on projects funded by institutional donors is correctly reflected in Sightsavers' financial systems;
- Support financial audits for allocated projects; follow up any issues to resolution.

#### Provide support and training on project finance

- Undertake financial monitoring of allocated countries, with a focus on projects funded by Institutional donors. Ensure this analysis is shared with the Institutional Funding Team, Country Offices and the wider organisation as required;
- Support the capacity of Sightsavers' Country Offices throughout a grant period, but especially during the start-up phase for newly approved institutional funded projects;
- Train a wide range of both financial and non-financial Sightsavers' staff in grant management and use of internal financial systems as required.

#### Other

- Providing other support as required to the rest of the Project Finance and Risk team, the Head of Programme Finance and general management of institutional funding within the Planning, Performance and Reporting team.

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

#### Travel

The jobholder must be willing and able to travel on average twice a year if required (1-2 week trips). Travel is necessary to ensure our donor-funded projects run as smoothly as possible and Sightsavers' Country Offices receive the support they need.

#### Knowledge (Education & Related Experience):

- Finance and accountancy experience

- Some experience of institutional donor contract management preferable, especially USAID, EC, and DfID<sup>2</sup> funding
- Understanding of the project cycle from financial and programmatic perspective
- Awareness of international development context, gained preferably through working in the International Non-Governmental Organisation sector
- Experience of providing financial training to non-finance staff preferable.

#### Skills (Special Training or Competence):

- Proficiency in Microsoft Excel is required
- Excellent numerical skills
- French highly desirable
- Experience of a computer-based accounting system is desirable
- Strong attention to detail with a willingness to follow issues through to resolution
- Well organised with an appreciation of meeting reporting commitments
- Able to prioritise, especially in the face of competing deadlines and various risks
- Continuous improvement mind-set, seeking ways to improve processes and mitigate risk
- Willing to continuously develop skills and knowledge to remain current with donor funding developments
- Good communication and stakeholder management skills
- Any knowledge of Portuguese would be a benefit.

#### **Key Relationships:**

##### Internal

- Regional and Country Offices
- Institutional Funding team
- Programme Systems and Monitoring team
- Programme Procurement team
- Management Reporting team
- Finance Systems team
- Programme and Partnership Finance team
- Various global teams for programme support

##### External

- Partners
- Non-Governmental Organisations
- Donors
- Auditors

*(Revised July 2018)*

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<sup>2</sup> USAID – United States Agency for International Development; EC – European Commission; DfID – Department for International Development (UK government).