



Job Title: Project Finance & Risk Officer (Disability Inclusion)
Job Location: Haywards Heath, UK
Reports to: Senior Project Finance & Risk Officer (Disability Inclusion)
Line reports: n/a
Department: Finance & Performance/Planning, Performance and Reporting (PPR)

Job Purpose:

Sitting within the central Planning, Performance and Reporting (PPR) team, the Project Finance & Risk Officer (Disability Inclusion) plays a key role in monitoring and reviewing Sightsavers projects, with a particular focus on large-scale inclusive disability projects.

The role involves close liaison with the Programme Management Units of our disability inclusion projects, who coordinate overall donor reporting. They will rely on the Project Finance and Risk Officer to provide quality assurance and sign-off of all financial and compliance aspects of donor funding relating to the portfolio being implemented by Sightsavers country offices. The role involves close working relationships with country offices of Sightsavers who are accountable for the implementation of project activities as well as various other global based teams.

The role also involves working within the programme oversight framework established within Finance & Performance (Programme Reporting and Oversight, Regional Monitoring Officers).

Principal Responsibilities:

Key tasks include:

Grant and contract management for projects

- Responsibility for the sign-off of financial reports/forecasts submitted to either the Fund Management Team or the Programme Management Unit, depending on the contract. This provides quality assurance for Sightsavers and involves significant understanding of financial risk based on a variety of factors including complexity, donor compliance, contract value, and reputational risk in order to prioritise effectively;
- Work with colleagues on the team who oversee management reporting activities to ensure income and expenditure on projects is correctly reflected in Sightsavers financial systems and that forecast assumptions are fed into wider organisational financial planning and oversight activities. This includes completing periodic reviews of grants and contracts related income, monitoring the usage of restricted donor fund codes and supporting the year end reconciliation process;

- Coordinate the development of budgets (or budget revisions) for large-scale grants and contracts including providing supporting advice to country office staff as required. This includes ensuring that maximum cost recovery is achieved and requires a high level of programmatic and financial understanding of the project cycle as well as the ability to work with a wide range of external and internal stakeholders under time pressure;
- Responsibility for the review of the financial and compliance aspects of funding agreements with institutional donors, using internal resources as required in preparation for sign off by more senior members of the team;
- Support the quarterly Programme Oversight reporting process for allocated projects;
- Support donor audits in the respective allocated countries, including following up any issues to resolution as required

Project Finance Training and support

- Support the capacity of country teams in regards to start-up activities for newly approved institutional/government funded projects including financial and overall compliance aspects and support the delivery of start-up workshops;
- 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 & Risk team, the Head of Programme Finance and general management of institutional funding within the PPR team.

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

Knowledge (Education & Related Experience):

- Able to demonstrate finance and accountancy experience or excellent numerical skills.
- Awareness of overseas development context gained preferably through working in the INGO sector

- Some experience of institutional donor contract management preferable, especially EC, USAID or DfID funding.
- Experience of providing financial training to non-finance staff preferable

Skills (Special Training or Competence):

- Excellent numerical skills.
- Proficiency with Excel is required and 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.
- Good communication and stakeholder management skills
- Continuous improvement mindset, seeking ways to improve processes and mitigate risk.
- Willingness to continuously develop skills and knowledge to remain current with donor funding developments.

Key Relationships:**Internal**

- Inclusive Disability Programme Management Unit (Inclusion Works) and Fund Management Team (Disability Inclusive Development)
- Monitoring, Evaluation and Learning team
- Data, Analytics and Reporting team
- Global Supply Chain
- Programme Procurement team
- Regional and Country Directors
- Institutional Funding team
- NTD Directorate
- UK and programme finance teams

External

- Partners
- NGOs
- Donors

(July 2019)