



General information

Position Title: Grants Officer
Country: HQ (UK or Europe)
Closing Date: 12 August 2024
Reporting to: Grants Manager

Job requirements

To be successful in this role, the post holder is required to: communicate effectively, be willing to take instruction, manage their time, work well in a team, and proactively support the Grants Manager and the team.

Essential:

- A strong and demonstrable financial or accountancy background, with experience of managing complex budgets of multiple projects with tight timelines.
- Ability to work under direction in a financially oriented role within an international NGO.
- Experience of working in conflict or fragile environments.
- Confident communication skills, highly numerate, willing to adapt and learn, and versatile.
- Willing to travel a small number of times each year to MENTOR projects.
- Fluency in English and at least another working language (French, Portuguese, or Spanish).

Desirable:

- A post-graduate degree in a relevant subject, including but not limited to finance, accounting, economics, business administration, public health economics, development economics.
- Experience of compiling financial reports for international donors.

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply please use LinkedIn:

If you do not have a LinkedIn account, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

TERMS OF REFERENCE

Grants Officer

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector-borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

MENTOR is looking for a highly motivated, enthusiastic and skilled person to join the grants team in MENTOR HQ and provide direct support to the Grants Manager. The Grants Officer will perform support tasks as directed by the GM, to assist the GM to ensure good quality financial planning, management, and reporting for agreed programme grants. The job can be based in the UK or Europe.

Tasks and responsibilities:

Organisational Level:

The Grants Officer will assist the Grants Manager as follows:

- Support/maintain organisational financial management systems (SAGA / NAVISION) in relation to assigned countries and support the development of ancillary reporting templates and systems as advised by the Grants Manager.
- Lead on and take shared responsibility for the financial aspects, ensuring correct processes are followed for:
 - Consultant-related payments, ensuring that consultants' timesheets are correct and timely
 - Consultants' visas
 - Consultants' flights
 - Programme stocks/assets procurement and transportation (in consultation with the HQ Purchasing Office)
- Monitor and check that stock/asset management in the field is being recorded and managed correctly.
- Become fully familiar with all aspects of the relevant programmes' budget design and development for designated MENTOR country programmes.
- Proactively support the Grants Manager, assisting to ensure tasks are completed in a timely manner and effectively flagging up any issues that need resolving or action.
- If there is any doubt regarding who leads on a task, the post holder should proactively communicate with the Grants Manager to ensure that tasks are completed.

Country Level (for assigned countries):

- Support the Grants Manager as requested, to prepare project budgets for submission to donors.
- Support the Grants Manager as requested in preparing periodic reports to donors.
- Support the Grants Manager as requested to provide support to country programmes in developing their financial management (including country visits where necessary).

Detailed Tasks:

Audits:

- Assist the organisational preparation and processes relating to statutory and donor-specific audits.

Project Accounting/Donor Reporting (for assigned countries):

- Understand all donor funding/project timescales/staff allocation and base location requirements.
- Work with the local team to ensure all international staff have appropriate visas.
- Organise flights to enable staff to travel and renew visa applications.
- Send field offices monthly journals for HQ expenditure and consultant fees.
- Review monthly field accounts, making checks on transfers between accounts, coding of transactions to budgets, use of advance accounts, sufficiency of descriptions, bank and cash reconciliations, payroll, and all other necessary items.
- Liaise with field offices to resolve questions arising from the above checks, advising on necessary adjustments.
- Receive field supporting documentation monthly, checking for completeness, etc.
- Assist in the preparation of monthly project reports.
- Assist in the preparation of periodic project financial reports for submission to donors.
- Provide feedback as required to the Grants Manager/Programme Managers and Budget Holder on project cost control.
- Support, as requested, in checking grant burn rates are as expected for reported activity.
- Support in preparing close-out documentation for donors, where applicable (USAID, BPRM, ECHO, etc.).
- Support in providing project reports and supporting detail to project auditors.

Grant Development:

- When called upon, support the Grants Manager and Programme Managers to review new grant opportunities, donor “call for proposals,” etc.
- When called upon, work with the Grants Manager and Programme Managers and country teams to assist them and input into the design of new grants.
- When called upon, support the Grants Manager and Programme Managers ensuring that new grant budgets are designed to cover all the related costs of new programmes, and that these costs are adequately demonstrated and described in the proposal package prior to submission.
- Assign account codes to project budget lines ensuring that expenditure can be aligned to suitable headings for donor reporting requirements, consistent with HQ requirements.
- Support the Grants Manager in reporting on cash (input/output) flow for each grant, monthly to the Finance Director.

Financial Accounting:

- Support invoicing donors (linked to project reporting), trainees, and consultancy clients.
- Assist the field team in maintaining the fixed asset register on a quarterly basis.
- Assist in maintaining and regularly updating the field finance and admin guidelines.
- Ensure that SAGA setup is correct (chart of accounts, project lines, etc.).
- Support the Grants Manager; proactively ensuring that SAGA is up to date and that all data is aligned and accurate.
- Proactively Support the Grants Manager in Overall Management of Project Finances and Reporting:
- Regularly review SAGA, check and input project transactions, chart of accounts, etc., and where requested, assist in setting up new budgets for the field.
- Help set up Excel donors' templates for reporting (using data from SAGA and NAVISION) as requested.
- Assist with uploading and checking grant finance reporting into Navision, to help ensure that this is maintained and up to date.

Systems/IT:

- Assist and support the Grants Manager in the use of SAGA accounting software, allocating access levels for other staff in coordination with the Grants Manager.
- Ensure systems integrity through IT finance security procedures and secure back-up, liaising with external IT support providers.

Procurement:

- Assist in the oversight of basic logistics procedures in relation to procurement and stock management in the field, coordinating as necessary with the procurement officer and the Grants Manager.
- Support the international procurement process from purchasing to delivery, in support of the GMs' direction:
- Ensure that documentation is filled out and filed as per MENTOR's procedures.

Legal, Security, and Risk Management:

- Support the Grants Manager in reviewing all project contracts to ensure that MENTOR's financial commitments are met.
- Support the Grants Manager in ensuring compliance with all local legal requirements.

Consultants:

- Confirm consultant payments are correct using the master list as a reference point compared to submitted timesheets.
- Settle consultants' expense/advance accounts as well as flight allowances, bonuses, etc.

Cash:

- Support the Grants Manager requesting cash from donors as required.
- Support the Grants Manager to receive and validate requests for cash advances from the field as required.
- Assist in the preparation of cash requests for the Finance department to approve based on cash flow forecasts.
- Receive copies of field bank statements and review bank reconciliations provided by the field offices.
- Assist in checking the validity and account coding of HQ payments.
- Process payments to suppliers in relation to programmes under the responsibility of the Grants Manager.
- Keep the Grants Manager updated regarding cash management.

Any other duties as may be assigned by the Grants Manager and agreed with the HQ.

As The MENTOR Initiative is working in a constantly changing humanitarian aid environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote over all programmes goals and aims. Includes the possibility of transfer to another similar post across MENTOR Initiative country programmes within the period of this contract agreement.