

## TERMS OF REFERENCE

<b>POSITION:</b>	Grant Officer
<b>DEPARTMENT:</b>	Finance & Planning
<b>PLACE OF WORK:</b>	Save the Children Italia (Roma) with overseas travel where required
<b>LINE MANAGER/REFERENT:</b>	Grant Manager
<b>MANAGEMENT RESPONSIBILITY:</b>	No
<b>BUDGET HOLDER:</b>	No – This post carries no budgetary responsibility but is crucial to the effective and timely processing and tracking of expenditure incurred by the Programme Department as a budget holder
<b>CONTRACT TYPE:</b>	Contratto a progetto
<b>PERIOD:</b>	1 year
<b>SALARY (INDICATIVE)</b>	Gross Salary in a range of Euro 24.000 and 28.000 according to the level of expertise and skills

## INTRODUCTION SAVE THE CHILDREN ITALIA

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International. Save the Children International is the world's leading, independent movement for children, with 28 Member organizations operating programmes in over 120 countries around the world.

Save the Children works for:

- A world which respects and values each child
- A world which listens to children and learns
- A world where all children have hope and opportunity.

Save the Children fights for children's rights. We deliver immediate and lasting improvements to children's lives worldwide.

Emergency relief runs alongside long-term development and prevention work to help children, their families and communities to be self-sufficient. We learn from the reality of children's lives and campaign for solutions to the problems they face. We gain expertise through our projects around the world and use that knowledge to educate and advise others. The basis of our work is the United Nations Convention for the Rights of the Child (CRC).

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies. Save the Children has aggressive growth plans, in order to generate additional funding for our vital work.

## JOB PURPOSE

As part of the finance team:

- to be responsible of monitoring domestic and international projects funded by institutional donors, and support – when necessary – Programme Departments in reporting;
- to support institutional grants management for both domestic and international projects;

- to participate and support all the activities managed by the Finance area.

## **RESPONSABILITIES:**

### Grant Management

- To support the Italy-Europe Programme Division and International Programme Division in each institutional donors project proposal writing, focusing on the financial requirements of the donors.
- To monitor expenditures and financial procedures on institutional grants both remotely and in country.
- To support the Country Offices capacities in monitoring and reporting on institutional donors grants.
- To be responsible for preparing financial reports according to the requirements of private and institutional donors.
- To closely work with and support Country Office Project Managers in preparing all the documentation to be provided to donors and related to reporting.
- To be responsible in checking reports' and all project documentation accuracy.
- To be responsible for all donors' requirements and compliance.
- To support and facilitate Italy-Europe Programme Division and International Programme Division in the preparation budget amendments to be submitted to donors' approval.
- To support Italy-Europe Programme Division and International Programme Division in preparing Financial Audit Report and to check the respect of all donors' requirements.

### Others:

- To be very collaborative with all other members of the team and to be very focused on the objectives of the Finance area.
- To manage, together with Programme Divisions, all procedures and systems to support grant management with attention to all the optimizations which may be undertaken to increase effectiveness and accountability.
- To support "Finance - Head of Department" and "Finance & Planning - Head of Division" in all eventual activities connected with the Finance Area.

## **EDUCATION, COMPUTER AND LANGUAGE SKILLS**

- University degree in finance or related subject.
- Highly computer literate and confident with Outlook, Word, and Powerpoint, Excel and the Internet; and an interest in appropriate use of current information and communications technologies.
- Very good command of spoken and written English.
- Ability to speak other languages such as French would be preferable.

## **EXPERIENCE AND QUALIFICATION**

- Three years minimum experience working on grant management, budgeting and reporting.

- Very good knowledge of reporting requirements of major institutional donors (e.g. Italian MoFA, EC, ECHO).
- Working experience in Developing Countries would be preferable.
- Very good communication skills in order to communicating with a range of organisations/individuals partner NGOs, institutional and private donors, and a wide range of staff across the organisation, notably the Programme Coordinators and Project Managers.

### **SKILLS AND BEHAVIOURS (OUR VALUES IN PRACTISE):**

#### Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

#### Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

#### Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

#### Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

#### Integrity:

- Honest, encourages openness and transparency.
- Always acts in the best interests of children.

### **PERSONAL SKILLS AND OTHERS:**

- Demonstrable commitment to the vision, mission, values, principles, aims of Save the Children.
- Sensitivity/appreciation of diversity and ability to derive added-value from it.

- Proven ability of team working.
- Self motivated, flexible and proactive.
- Good analytical skills with the ability to identify key points from complex material or information.
- Fluency in English required and other languages (French or Portuguese) preferred.