

<p>JOB TITLE Award and Grants Manager/Coordinator</p>
<p>LOCATION International, including remote and insecure locations</p>
<p>ROLE</p> <p>This role will provide the primary financial, grants and awards management inputs into emergency response programmes, and ongoing support to develop best practice, procedures and processes. The main aspects of the role are :</p> <ul style="list-style-type: none"> • working with other emergency departments in country to ensure that there is a co-ordinated response in line with best practices, • assist in transition and work with existing country teams to ensure that best practices are adopted after emergency activity is completed, • providing short term interim management and/or capacity building support to ongoing emergencies, Fragile States and/or country/regional programmes, • contributing to the development and advancement of policy and procedures. <p>The main responsibilities of this post will vary according to the terms of reference for each assignment.</p>
<p>MAIN RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provide a high standard of financial accounting in emergency programmes, ensuring compliance to local statutory law and SC accounting policies. • Ensure accounting systems, policies, internal controls and procedures are quickly established for the collection of accurate, complete and timely financial data (e.g.: budgets, forecasts, expenditure, commitments, payroll, and delegation of authority). • Ensure that grants and awards management systems and processes are implemented across the response and key controls are in place to support effective management of the funding portfolio and compliance with the donor requirements. • Support the finance team on master budget development, cost allocation, monitoring of award budgets, phasing and forecasting, in particular ensuring alignment between the master budget and funding tracker. • Coordinate the process and provide technical support to donor reporting to ensure that reports are high quality, delivered on time and supported by auditable records. This includes assessing and making recommendations to improve the reconciliation process (reporting assurance mechanism) between Finance, Procurement, Logistics, Distribution, M&E that will ensure accountable reporting to donors on all humanitarian inputs (items delivered to beneficiaries). • Recruit, train and manage grants and awards management staff and/or work closely with existing country staff & ensure a good handover at end of mission.
<p>QUALIFICATIONS AND EXPERIENCE</p> <p>Essential</p> <ul style="list-style-type: none"> • Qualified professional accountant (internationally recognised qualification, practical experience equivalent will be considered) with substantial post qualification accounting experience. • Experience of and well developed skills in staff management, supervision and capacity building as well as of supporting a senior management team. • Knowledge of the requirements of the major emergency donors and experience in reporting to donors. • Computer literate (i.e. WORD, advanced Excel, Outlook, Internet Explorer, financial systems). • Cultural awareness and ability to build relationships quickly with a wide variety of people. • Strong communication (written and spoken), and interpersonal skills in English, with experience in managing multicultural teams. <p>Desirable</p> <ul style="list-style-type: none"> • Experience with Save the Children award management system (AMS)and financial systems and overseas accounting software (including SUN, PSF, Agresso). • Significant experience with NGOs in an international emergency environment.

- Fluent in French, Spanish, Portuguese, Arabic or Swahili.

WORKING CONDITIONS

All Global Roster members are available and ready to be deployed anywhere in the world at short notice. They will normally work unusual hours and are often working in stressful and insecure environments.

Date: February 2015