

International Grants Manager

Type of Position: Finance/Accounting

Forests Monitor (www.forestsmonitor.org) and Resource Extraction Monitoring (www.rem.org.uk) seek an International Grants Manager to oversee their finances and the grants management of international restricted fund donor awards.

The ideal candidate will have knowledge of NGO sector issues and experience in financially administering donor-funded international programs. S/he will have substantial responsibility for financial grants management with the UK and EU. S/he will have a good understanding of multilateral funding procedures and contractual requirements. Working knowledge of French language is also required, fluency in French being an asset. The Grant manager will report directly to the companies' Directors.

Forests Monitor is a UK-based NGO who works to catalyze and support the development of alternative forest management models and mechanisms through an open and transparent dialogue with concerned actors. This dialogue stems from the results of monitoring of corporate and commercial actors and the identification of weaknesses or failures of existing legal frameworks to achieve policy objectives. Our work covers a wide area internationally, and Forests Monitor has opened offices in the Republic of Congo (Brazzaville) which runs a regional project, as well as an office in the Democratic Republic of Congo (Kinshasa).

Resource Extraction Monitoring is a UK-based non-profit organisation that operates as Independent Monitor of Law Enforcement and Governance. Our mission is to stimulate government reform and action in natural resource extraction through independent monitoring and credible reporting of illegalities and related governance problems. We use this information to develop, with the concerned actors, constructive and viable solutions and assist in their implementation. We carry out projects worldwide, especially in Africa and we have opened offices in both Congo Brazzaville and Kinshasa.

Location: The job could be based in Cambridge, UK or in Montpellier, as REM is opening a branch in France (to be discussed with the applicants).

Salary: £30-35K (Commensurate with experience and education)

Position to be taken: immediately

Summary of Position

Overview of the projects

- Management of 5 projects in various currencies (Project budgets vary between 250 000 Euros and 3 million Euros)

Grant Management

- Executing payments and treasury management (managing bank accounts and transactions), in line with the regulatory framework governing our funders ;
- Proactively work closely with other staff at the HQ and the bookkeepers of the field offices to ensure accuracy and compliance in financial management and reporting of grant funds, and to identify potential financial risk areas in order to be better prepared for audits;
- Review journal entries for accuracy and compliance with organisational and donors' regulations;
- Produce, with support from Project Managers, financial procedures and spreadsheets for offices abroad
- Develop and monitor grant activities such as budget tracking and reporting ;
- Oversee maintenance of grant management documents and reports as required by donors ;

- Maintain grant binders and other official grant documents;
- Conduct meetings with Project management team to meet donor requirements and problem-solve financial issues with field offices and with donors;
- Preparing financial reports invoices and other related documents, following donors' regulations and requirements, particularly using Sage and Advanced Excel, and in consultation with the Project Management Team;
- Assist in the preparation and review of project audit schedules, support financial audits;
- Follow up of relevant accounting regulations and instructions and their changes.

HQ Strategic Finances and Accounting

- Prepare annual accounts for Audits
- Entry and consolidation of all financial information in Sage
- Forecasting company costs, revenue and projected profits, and reviewing company costs and incomes base and advising on opportunities for cost savings and best use of budgets;
- Work with Finance officer and Administrator at the HQ and the bookkeepers of the field offices to support the overall financial management of the organisation (project grant consolidation and optimisation of grant expenditure) and provide necessary feedback to Companies' Directors;
- Improve existing tools to support HQ and field offices grant management;
- Review draft funding contracts.
- Management of HQ finances, payment invoices, transfers, bank reconciliations
- Calculate employee salaries and prepare E14s, P11s, P60s and P45s
- Verify, allocate to projects, and post details of transactions to accounts in Sage from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts

Administration

- Handling the administrative, procedural and accounting aspects of financial operations; General administrative support to FM and REM staff.

Other

- Working with staff on an 'as needed' basis to ensure their understanding of the financial systems in place, especially in relation to funders and project management;

As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key duties.

Requirements

Essential

- High level of initiative and autonomy (the international grant manager is responsible for the whole accounting and bookkeeping work within both companies FM and REM);
- Strong spreadsheet and analytical skills (ability to analyse budgets, define problems, collect data and draw factual conclusions);
- Excellent knowledge of accounting IT systems used in finance and accounting such as SAGE financial controller, the accounting system used by FM and REM and Proficiency in MS Office tools required;
- At least 3 years of grant management/administration experience in a medium to large non-governmental organisation, involving coordination of multiple complex international grants;
- Advanced university degree (Master's degree or equivalent) preferably in Finance/Accounting or a related field, professional accounting qualification being an asset ;
- Must have excellent spoken and written skills in English, with proven drafting capacity; Fluency in French language (as projects are mainly run in francophone countries most documents and communication with the local staff are in French);

- Good knowledge of international/multilateral grants management standards, policies, and procedures in several currencies.

Desired

- Experience in coordinating and implementation of UK and EU funded programs in accordance with pertinent procedures and regulations;
- Demonstrated team orientation;
- Ensure efficient communication internally and externally;
- Highly organised with excellent attention to detail;
- Ability to handle multiple tasks;
- Ability to meet deadlines, both prescribed and self-imposed.