

<b>Job Description:</b>	Grants Coordinator	<b>Responsible to:</b>	Finance Manager
<b>No of Direct Reports:</b>	None	<b>Location, Group &amp; Function:</b>	Rwanda Country Office
<b>Job purpose:</b>	Responsible for finance related grants management of all VSO Rwanda Grants		
Responsibilities	Key Performance Indicators	Competencies	Skills, Knowledge and Experience required
<p><b>Financial/Grant Management:</b></p> <ul style="list-style-type: none"> <li>Responsible for ensuring all VSO Rwanda Grants are effectively managed and accounted for.</li> <li>Roll out Grant management policies &amp; procedures and ensure adherence by all stakeholders.</li> <li>Manage effectively grant contracts with donors and sub-grantees/partners</li> <li>Conduct sub-grantee financial capacity assessments to establish the financial risk associated with the Partner's financial control environment.</li> <li>Design and deliver capacity building plans for the respective partners/sub-grantees.</li> <li>Prescribe reporting tools and timetables to enable efficient and effective reporting for the sub-grantees.</li> <li>Ensure all Donor incomes are secured through efficient management of a robust Grants Database with all required information as and when new Grants come on board and old grants close.</li> <li>Provide excellent, analytical monthly and periodic Grant status reports to the SMT and other VSO offices as required.</li> <li>Work with the Head of Finance &amp; Grants to ensure a good cash flow management system is maintained with regard to secured grants.</li> <li>Be the first point of contact on all Grant Management matters in the Country Office.</li> </ul> <p><b>Budgeting &amp; Forecasting :</b></p> <ul style="list-style-type: none"> <li>Support the Head of Finance &amp; Grants in preparing the annual budget and Country Office input into the Quarterly Business Review process.</li> <li>Support the Programme Managers in development of the budget for new grant proposal</li> </ul>	<p>Country Office finances, including budgets are managed effectively, are accurate and have met deadlines set for completion.</p> <p>Global financial management policies, procedures and fund requirements are strictly applied and compliant with local law. Manual of Country Office procedures are up to date and changes communicated to relevant people.</p> <p>Financial records are kept in line with global policies and procedures.</p> <p>Budgets are monitored monthly and actions taken to address variances within overall budget limits.</p> <p>Loans and grants to partners and volunteers are effectively monitored. Debts are monitored and followed up on a regular basis with debtors.</p> <p>Risks are identified and analysed in a timely manner to ensure they can be mitigated against.</p> <p>Customer feedback demonstrates high level of satisfaction with financial support given.</p> <p>Internal and external reports are timely, high quality and accurate.</p>	<p><b>Working together - Adds Value</b> Proactively enables and encourages team work in others</p> <p><b>Communicating and influencing - Adds Value</b> Proactively builds constructive relationships through clear communication and generates effective discussion and mutual support for plans and ideas</p> <p><b>Managing knowledge - Adds Value</b> Proactively seeks out new knowledge sources (people and data); uses and shares knowledge effectively</p> <p><b>Striving for excellence - Adds Value</b> Sets and measures challenging objectives for self and others involved in the project; gives evidence-based feedback that helps others to excel.</p> <p><b>Managing resources - Adds Value</b> Organises own and others' work to meet objectives; clarifies accountability of roles; allocates budget wisely; seeks ways to save money.</p> <p><b>Managing people – Aware</b> Requests and follows up on appropriate support from others; raises concerns about unco-operative colleagues in an appropriate way</p> <p><b>Developing people - Aware</b> Gives constructive feedback that helps others identify and meet development needs</p> <p><b>Leading for the future - Aware</b> Is enthusiastic about VSO's work, lives VSO's values and is open to new ideas</p> <p><b>Thinking strategically - Adds Value</b> Makes decisions based on a range of internal and external factors and long-term impact; consults widely across disciplines</p> <p><b>Delivering results - Adds Value</b> Analyses objectives, considers options, plans and manages appropriately; holds self and team accountable for achieving goals.</p>	<p><b>Essential:</b></p> <p><b>Technical Accounting Expertise</b> – qualified Accountant - degree in Accounting, Finance or related degree.</p> <p><b>Good technical accounting skills.</b> At least 5 years' experience in managing multi-Donor funds in the International development context. Other basic Accounting principles, thorough knowledge of internal controls, budgeting, financial reporting and variance analysis. Knowledge of good procurement procedures and working with multiple foreign currencies.</p> <p><b>Financial and Information Technology Systems</b> – Advanced knowledge of Microsoft Office – especially MS Excel, Power point and MS Outlook. Knowledge and experience in at least one accounting software; the SUN systems Accounting software is preferred.</p> <p><b>Grants Management:</b> Knowledge and experience of working on and managing major institutional and corporate donors in a multi-donor grants environment; ability to maintain quality donor relationship through qualitative and timely reporting.</p> <p><b>Communication and Influencing Skills</b> – Good written and verbal communication skills in English - able to listen, present, discuss report, put views forward, and negotiate with confidence. Sensitivity to cultural and language differences, able to interact with people at all levels of the organisation. Able to work with others in a consultative way, ability to withstand and resolve conflict, negotiating professional solutions</p> <p><b>Decision Making and planning</b> – professional judgement and discernment. Capacity for inquiry, research, logical and analytical thinking, powers of reasoning and critical analysis. Experience of decision modelling.</p> <p><b>Risk Management</b> - Experience of identifying and analysing financial/grant risks.</p> <p><b>Planning and Organisation</b> – Able to prioritise within restricted resources to tight deadlines. Able to anticipate and adapt to change. Strong attention to</p>

<p><b>Reporting:</b> Support the Head of Finance &amp; Grants to:</p> <ul style="list-style-type: none"> <li>• Manage the donor reporting timetable and ensuring that reports are produced in a timely manner.</li> <li>• Ensure Donor reports are produced and submitted in a timely basis.</li> <li>• Ensure all budget holders spend budgets according to donor guidelines and keep track of their expenditure on a monthly basis and proactively manage variances that arise in due course.</li> <li>• Keep track of all invoices to donors and ensure follow up is done.</li> </ul> <p><b>Auditing</b> Lead all activities, preparations and follow-up with respect to grant/donor audits.</p>			<p>detail. Ability to work independently with minimal supervision. Self motivated to set initiatives and self learn.</p> <p><b>VSO ways of working</b> - Commitment to VSO's mission and values</p>
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