
Job Description

Position	Senior Grant Compliance Accountant
Reports to	Finance Business Partner
Line Reports	None
Job Family	Officer
Location	

Our Purpose

The **Global Network of Civil Society Organisations for Disaster Reduction (GNDR)** was established in 2007. Since then GNDR has grown as the largest international network of civil society organisations working to strengthen resilience and reduce risk in communities worldwide. We are more than 1,200 organisations, many of them grassroots and local community groups as well as national, regional and international organisations and networks. We support the interface between civil society organisations at the frontline and local, national and international policy-making institutions and governance structures. GNDR members work together to amplify the voices of people most at risk and to influence policies and practices. We strengthen our capacities by creating knowledge, and through collaborative learning and action. Together our network is working to make an impact in over 120 countries.

Our Vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Strengthen the collaboration, solidarity and mobilisation of civil society organisations
- Champion a localisation movement
- Strive for Risk-Informed Development

Purpose of the Secretariat

The GNDR Secretariat serves as a support entity to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Main purpose of the role

The Senior Grant Compliance Accountant, as a member of the secretariat team, is responsible for the financial oversight of GNDR's members participating in donor-funded projects, throughout all stages of the project management cycle. This includes pre-financing due diligence, setting up of grant financial management systems, project accounting and financial reporting, overseeing compliance to GNDR and donor financial policies and procedures, and donor audit.

Position in the organisation



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- Responsible to the Finance Business Partner
 - Part of the Secretariat team and active participant in cross-team working
 - Works in close collaboration with GNDR members and project partners

Overall Scope of Job

- Due diligence and capacity assessment;
- Financial management of subawards;
- Grant compliance;
- Audit;

Duties and Key Responsibilities:

1. Due diligence and capacity assessment

- Carry out financial due diligence on potential partners in accordance with GNDR standard checklists;
- Identify and advise on mitigation of risks in situations where contractual obligations may not be met;
- Provide technical support to partners in the development of workplan and budget to be followed during the award contract period;
- Participate in assessment and induction of new project partners on financial management;
- Review donor contracts and determine whether partners are able to comply with requirements;

2. Financial management of subawards

- Maintain a monitoring log of financial information from project partners;
- Ensure appropriate MoUs are established and agreed with each project partner, compliance to GNDR Finance Manual and Operating Procedures;
- Review workplans and budget from partners to ensure compliance with GNDR's Financial Manual and Operating Procedures;
- Facilitate and process grant payment to project partners, obtain and record grant payment receipts in accordance with guidelines;
- Track project partner grants disbursement and expenditure and provide internal reporting schedules;
- Establish and maintain electronic files (and hard copy where necessary) for each grant-funded project to be used for tracking and reporting purposes;
- Receive and assess financial reports from project partners ensuring compliance with GNDR financial procedures on proper reporting of expenditures, invoicing, procurement and asset management;

3. Grant Compliance

- Monitor project partner compliance, ensure consistency with grant terms and conditions, timelines, budgets, and performance measures;
- Review and assess project partner procurement processes to ensure purchases comply with policy guidelines;
- Review project partner records and archiving system to ensure compliance with the GNDR Finance Manual;
- Ensure subrecipient monitoring procedures are compliant with donor regulations and are consistent with sound business practices;
- Upload and track processes in relation to disbursement receipts, financial reports, completed assessment tools and audited financial statements to GNDR;

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- Provide guidance and facilitate project partner institutional capacity strengthening plans, ensuring partner organizations implement programmes effectively, efficiently and sustainably;
 - Monitor adherence and compliance to financial control systems, policies and procedures;

4. Audit

- Support the coordination, planning, and execution of annual audit from project partners;
- Receive and assess audited financial reports, including management letter from project partners;
- Follow up on issues raised by auditors in the management letter from project partners and ensure resolution;
- Ensure strict adherence and compliance to the GNDR Finance Manual;
- Post financial data into the ledger and maintain custody of scanned payment vouchers monthly;
- Review and verify that project partners maintain proper books of accounts, including an up-to-date register of assets as well as proper filing and archiving of financial documents;

Person Specification

Title: Senior Grant Compliance Accountant

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's Degree in a relevant Subject; • Qualification in Accounting or Financial Management; 	
EXPERIENCE	<ul style="list-style-type: none"> • Significant experience of finance and grants experience gained from a non-profit organization handling donor funds; • Experience of working with institutional donor grants (e.g. EU, USAID, DFID); • Experience of subgrants management; • Experience of meeting compliance requirements of institutional donors; 	<ul style="list-style-type: none"> • Working experience of QuickBooks software
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Proficiency in written and spoken English • Accuracy and attention to detail • Ability to work independently with little direction supervision • Ability to think, plan, prioritise and organise in a clear and structured way • Ability to troubleshoot and resolve problems • Strong team player with good interpersonal skills • Good ICT and computer skills 	<ul style="list-style-type: none"> • Excellent communications skills including with overseas partners and colleagues • Fluency in other languages, preferably, French or Spanish.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Comfortable in cross cultural communication with people from different backgrounds • Committed to GNDR's values • Ability to work in a small team in an office environment • A calm, confident and welcoming manner • Good organisational and effective time management skills • Able to travel overseas, at short notice if required. 	