

TERMS OF REFERENCE: Grants Manager

BRACED Fund Manager

BACKGROUND

Building Resilience and Adaptation to Climate Extremes and Disasters (BRACED) is a flagship Department for International Development (DFID) programme under the International Climate Fund (ICF). BRACED aims to directly benefit up to 5 million vulnerable people, especially women and children, in developing countries by helping them become more resilient to climate extremes and disasters. Furthermore, through improved policies and institutions at the national level and better integration of disaster risk reduction (DRR), climate adaptation and development programmes, BRACED aims to benefit many millions more. BRACED has several components and a total budget of £130 million. Over a four year period, the programme is supporting activities that are directly benefiting women, men and children in 13 countries by improving their resilience to climate extremes.

The BRACED Fund Manager (FM) is responsible for overseeing the projects supported by the programme. Our team is based in London but works closely with project teams around the world. The projects are delivered by consortiums of organisations, typically led by an international civil society organisation. Our role is to track the delivery of results and provide funding. To do this we have a mix of strategy, technical and finance management skills in our team. A vacancy has arising for a Grants Manager in the BRACED team based in London.

JOB DESCRIPTION

The position of Grants Manager is a full-time role based out of the London offices of the BRACED Fund Manager. The post holder will be responsible for overseeing a portfolio of BRACED projects working closely with corresponding Results Managers.

PROJECT ROLE

Project monitoring and oversight [60%]:

- a) **Financial oversight [35%]** Oversee the financial management of six BRACED projects in Sahel countries (Component A). Specific tasks include (1) monitor financial reporting from the projects (2) assess financial forecasts (3) process disbursement requests (4) analyse and describe budget variances (5) identify irregularities (6) engage with implementing partners to resolve finance, procurement, contracting, risk, compliance and budget related issues and (7) provide clear and concise briefing of financial issues to management.
- b) **Project performance management [15%]** Work closely with the Results Lead to understand and respond to issues affecting the delivery of the project portfolio. Specific tasks include (1) respond to queries from partners in a timely and accurate fashion (2) work to help partners meet our requirements while still holding them to account for delivery (3) identify risks that can impact on project delivery and develop solutions with project lead and project partner (4) be readily available for discussions with project partners on the phone and (5) meet with project partners – either at headquarters or project sites on a regular basis.
- c) **Component D financial support [10%]** Component D is a policy component which is being directly implemented by the Fund Manager. This position will work closely with the Results Leads to support the financial management aspects for BRACED component D policy work which will entail procurement, contracting, budgeting and processing payments for contracts under this component.

Portfolio-wide financial management tasks. [20%] Lead the team's engagement with cross-cutting portfolio tasks related to financial management. Tasks include (1) portfolio financial consolidation and reconciliations; (2) ensuring the disbursements are completed in a timely and accurate way (2) preparing portfolio forecasts and ensuring timely submission to DFID on time with a high degree of accuracy (3) ensure that expenditure verification exercises are completed and are robust (4) ensure that implementing partner audits are completed on an annual basis (5) mobilise practical support to projects on financial issues and (6) ensure that contracts between projects and FM are up-to-date and appropriate.

Portfolio-wide compliance and risk tasks [15%]. Provide support on program level compliance and risk activities involving DFID. This includes (1) input into revisions to the Grant Management Guidelines to ensure that they capture current and best practice for management of BRACED funds (2) helping to prepare fee notes and quarterly milestones with DFID (3) supporting efforts to ensure that BRACED fully complies with KPMG procedures and legal requirements including the Quality Performance Review (5) lead inputs into the KPMG risk management system to ensure that all risk processes are complied with for BRACED.

Administration [5%]. The post holder may need to provide administrative support to the team that may be additional to the financial management of the portfolio. This means they will need to coordinate closely with KPMG EA and UK. To do this, they should be able to work independently and take initiative to anticipate queries from various individuals. Tasks may include: invoices/expenses, room logistics, external events admin, quarterly updates on BRACED to KPMG, amongst other things.

JOB REQUIREMENTS

The post holder must have the following skills, experience and qualifications.

Experience

Financial and grant management. The postholder should have experience in grant management, ideally in an international development context. They should be familiar with financial management processes (such as disbursements, forecasting, and budgeting) and be able to commission additional financial management services (audits, expenditure reviews etc.). The postholder should understand the challenges of the operating context of the majority of BRACED partners and be able to provide financial support that takes into account this context.

Portfolio management. The post holder should have experience in supporting programme and results manager on overall portfolio management. They should be able to build effective relationships with stakeholders, in particular project partners. While they will be supporting the Results Manager, they should have a good understanding of programme management. They should have extensive experience in analysis financial information for decision making and performance management.

Skills

Analysis. The job involves the analysis and processing of large amounts of data. The postholder needs to be able to gather and synthesize information from a range of sources. They should be able to produce concise and focused recommendations that identify trends and offer solutions.

Relationship-building. The postholder will need to work closely with project partners from a range of backgrounds. They must be effective at building relationships and trust. Most importantly, they should be capable of using their relationships to influence program outcomes.

Communication. The postholder should have excellent communication and interpersonal skills. They must be fluent in English for both speaking and writing. The ability to communicate in a succinct and clear way is critical. Fluency in French is an advantage.

Delivery. The postholder should have strong program management skills, with an understanding of all aspects of program delivery. They should be highly organized with the ability to manage complex work schedules.

Requirements

- A degree in Finance and Accounting/Financial Management or equivalent;
- Professional accounting qualifications (ACCA, ACA or equivalent). Experience will be considered in lieu of a professional qualifications;
- Minimum three to five years professional experience in grants management preferably on large donor funded programmes;
- Be willing and able to travel frequently (up to ten trips a year) to project countries;
- Be based in, or willing to relocate to, London;
- Have the right to work in the UK;
- Experience of managing DFID grants will be a plus;
- Experience of managing environment or development projects a plus;
- Experience of BRACED countries in West Africa is a plus; and
- French language skills will be desirable.

RECRUITMENT PROCESS

Applicants should submit a cover letter and CV by email to dastalent@kpmg.co.ke by 15 October 2018. Only shortlisted candidates will be notified.

SALARY

Competitive plus benefits.

Diversity is one of our team's core values. The BRACED FM team is characterised by its rich diversity of nationalities, cultures and opinions and we aim to build on this strength. We seek to ensure that everyone is treated with respect and given equal opportunities. As such, we encourage all qualified candidates who have the right to work in the UK to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities.