



JOB ADVERTISEMENT
Finance and Grant Manager
South Sudan

Catholic Agency for Overseas Development (CAFOD), is one of the UK's leading faithbased international aid agencies. We are currently advertising for and on behalf of our partner Bishop Gassis Relief and Rescue Foundation. For successful candidates please note that the contract of employment will be with Bishop Gassis Relief and Rescue Foundation and not CAFOD.

The Bishop Gassis Relief and Rescue Foundation (BGRRF) is a newly established organisation, with its Head Office initially in Nairobi, Kenya and now transitioning to Turalei – South Sudan. This organisation has grown out of the pastoral services, and humanitarian and development programmes implemented through the Diocese of El Obeid (DoE) and South Sudan. H.E Macram Max Gassis, Bishop (Emeritus) of El Obeid, set up this foundation to continue the humanitarian work in the same areas of operation as the diocese, as well as to have the ability to respond to other areas of humanitarian need, as necessary.

The Foundation (BGRRF) is implementing programmes in response to humanitarian needs in South Sudan and Sudan. In addition, the organization continues to run development, humanitarian and pastoral service activities in both Nuba Mountains and in Twic State in South Sudan. The activities include Health, Education, Women's Groups, Radio Station, Water and Sanitation provision and the Diocese's Pastoral Service Programmes. To support the implementation of these programmes, BGRRF is recruiting Finance and Grant Manager to be based in the Field.

Job Purpose

The Finance & Grants Manager is to as handle Financial, Planning, Budgeting and Grants Management. He/ she will ensure compliance with BGRRF policies and donor requirements in grants management, controls and financial reporting

Duties and Responsibilities.

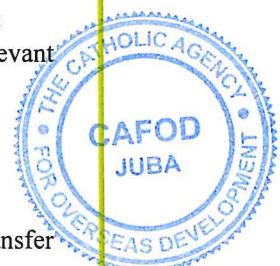
Planning , Budgeting, and Grant Management

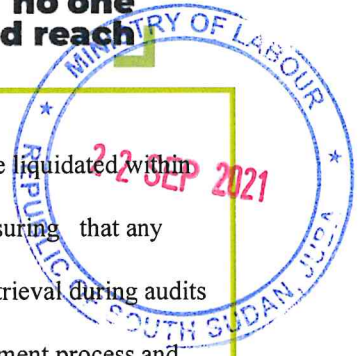
- Participate in planning processes including review of budgets alongside submitted proposals, input into development of MOUs, budget revisions and/or amendments as appropriate
- Review of developed donor budgets for relevance and completeness in relations to proposals and log-frames
- Participate in regular programme meetings providing invaluable technical financial inputs and advice
- Ensure all project budgets are uploaded to our Accounting system (Navision / QuickBooks) for effective monitoring
- Continuously examine the projects' financial documents for accuracy, validity, cost efficiency, effectiveness in utilisation of financial resources, completeness and compliance to donors' and BGRRF policies
- Prepare and submit monthly, interim and final donor reports and circulate to program Managers for review and input by 7th of the following month after the period end
- Promptly follow up and revise the above reports to incorporate such input and submit for approval and onward submission to the donors in a timely fashion
- Prepare and circulate budget variance reports to the budget holders (Project Managers) pointing out cases of unusual burn rates for corrective action
- Assist with budget re-alignment and other budgetary issues
- Support in project inception and close-out
- Meet ad hoc requests for information or financial reports that maybe requested by the budget holders
- Develop/maintain a system of tracking all funding raised by the organization ensuring that all the relevant information pertaining to each grant are captured.

In particular this role will involve the following components:

Financial Management (40%)

- Prepare monthly cash flow requirements, preparation of cash forecast and submission to facilitate transfer





of funds

- Ensure all returns from the field are received on a timely basis and that staff imprests are liquidated within the timelines stipulated in the organization's policy
- Review all banks reconciliations as prepared by Finance Officers on a monthly basis ensuring that any long outstanding items are resolved promptly
- Manage proper filing of financial documents, data and other correspondence for easy retrieval during audits and reviews
- Management of accounts payables ensuring proper documentation of the whole procurement process and prompt payments
- Support in implementation of the finance policies, procedures and guidelines as stipulated in the organizational Finance Manual and other documents, including but not limited to: Cash management, grant compliance, planning & budgeting, year- end closing procedures, funding carry forwards, accounting and reporting
- Working closely with Logistics Officer (field) together with Admin Officer (Nrb) in maintaining an up to date fixed asset register and ensure that all organizational assets are adequately insured, properly recorded, tagged and maintained with adequate security
- Ensure proper close out of all projects, all financial obligations are accrued and contracts with 3rd parties terminated
- When need be, training and induction of new finance staff on grants management, donors and organizational policies
- Supervise, train and mentor the team reporting to you and participate in their annual appraisals
- Review financial and administrative procedures, identify capacity gaps and train staff in such areas

Financial Risks Management & Controls (10%)

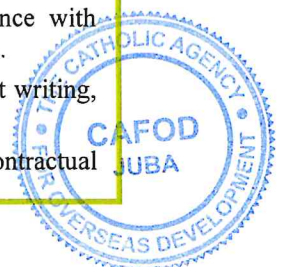
- Support the undertaking of organisational risk assessments, risk ranking and profiling and provide management with appropriate recommendations
- Support in design and implementation of efficient and effective internal control systems including policies that provide appropriate levels of security and control over organizational resources
- Support statutory and program audits by ensuring that adequate documentation is provided to the auditors in a timely manner

Grants Management & Compliance (35%)

- Keep up to date with donor regulations and communicate effectively with relevant team members in terms of donor strategies and updates on regulations.
- Guide programme staff in the management of contracts for all institutional grants
- Support programme staff and lead where required, in the preparation of high quality reports for submission to donors in a timely manner. This will involve close liaison and joint working with programme and finance staff
- Support programme staff and partners in preparing contract amendment documentation for donors, ensuring relevant staff are aware of and have an understanding of any contract amendments.
- Perform quality and administrative checks on narrative and financial reporting for institutionally funded programmes.
- Work with programme and finance teams to develop efficient financial tracking and reporting systems for all institutional grants.
- Keep all relevant head office staff informed about the progress of contracts through the programme cycle.
- In coordination with Finance staff, take responsibility for monitoring and ensuring compliance with donor rules and requirements.
- Ensure all grant files are maintained and organized for planning and preparation of donor reports and project monitoring, and ensuring everything is accurately and securely recorded the system.
- Together with programme staff, design and participate in grant inception meetings, grant review meetings, and grant close out meetings.

Capacity Building (15%)

- Provide training for staff entering into new institutional donor contracts, including compliance with regulations on financial management, procurement, audit, reporting, visibility and communications.
- Provide training to staff and partners around proposal development, log frames, budgeting, report writing, supply chain management, monitoring and evaluation.
- Advise and support programme teams on building the capacities of staff to handle complex contractual





compliance issues

- Advise and support programme teams on how to comply with evaluation, audit and expenditure verification requirements, and provide quality assurance on the maintenance of project files.

Internal and external representation (5%)

- Strengthen existing contacts with donors locally and in the region and support programme staff and management to establish and build new donor contacts.
- Represent BGRRF's work both internally and externally in agreement with the Director
- Communicate with other teams within BGRRF to ensure that the programme is well understood, and that information is available for communication needs.
- Work with staff ensuring that effective communication channels are in place, and that funding-related issues are addressed in a timely manner,

General

- A strong commitment to develop, promote and practice BGRRF's vision, mission, values and strategy.
- The role holder will, from time to time, be required to carry out any other duties that are within the scope of the job.

The profile: The applicant will also need to demonstrate and have:

Qualification

- Advanced Degree in International Development, International Relations, Business, or its equivalent in relevant field.
- Minimum 6 years of prior work experience
- Knowledge of the international humanitarian sector including the major current humanitarian policy issues and trends;
- Experience leading or supporting networks and managing diverse relationships;
- Knowledge of the major humanitarian settings in the region;
- Demonstrated experience in engaging with political, humanitarian and development actors in the region, including those outside the NGO sectors;
- Preferred experience working with national/regional-level NGO Network;
- Experience working in challenging environments and on complex issues under pressure

Experience

- Internationally recognised professional qualification (CPA, ACCA) fully qualified is a must.
- A degree in finance, business administration or related from a recognised university
- 6 - 8 years post qualification experience in accounting, administration, financial / grants management of which 5 years' experience working in the development and/or the humanitarian sector
- Experience in managing multi funded donor projects in the NGO sector
- Demonstrable experience of development/humanitarian programming with a knowledge of the regional context in particular
- Minimum 3 years' experience of proposal and report writing for major international donors
- Proven track record of securing institutional funding from successful grant applications.
- Project cycle management using logical frameworks.
- Working with local organisations.
- Training/capacity building in particular

Skills

- In depth knowledge of contractual requirements of donors and grant management
- Excellent budget analysis and budget development skills.
- Experience of working with local organisations and a good understanding of partnership approach
- Excellent facilitation & capacity building skills and experience of applying them when working with individual partners or groups of partners
- Excellent written, oral and presentational communications skills
- Computer literacy skills in word, excel and internet/email

Qualities

- Dynamic and willing to take initiative
- A team player but also willing and able to work with minimal supervision
- Capacity to be flexible and adaptable to changing contexts and priorities
- Deep commitment to social justice.



- Ability to work under pressure and to deadlines.
- Patient and pays high degree of attention to detail.
- Understanding of, and empathy with, the role of the Catholic Church in development

Desirable

- Experience of working in consortia with other INGOs

Contract Duration:

- One Year – Renewable based on funding and performance.

To apply: If you identify with this profile we would love to hear from you. Send your application through email to recruitment@bgrrf.org with the job title on the subject line. The cover letter should indicate the present and desired salary, notice period and three current references.

Closing date: 11th October 2021, at 5:00pm.

Please note, application received will be reviewed on rolling basis and this position might be filled before the deadline.

Our Partner BGRRF is an Equal Opportunity Employer and Female Candidates are encouraged to apply. BGRRF is also undergoing localization and therefore this position is open for **South Sudanese** nationals only.

BGRRF is committed to Safeguarding people within our programmes from Exploitation and Abuse and has specific policies on this commitment (including a Global Code of Conduct) which outlines the expected behaviour and responsibility of all staff, consultants and other organisational representatives. Any candidate offered a job with BGRRF will be expected to sign BGRRF Safeguarding Policies and Global Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents

