ROLE PROFILE

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| Title: | Grants & Finance Compliance Manager | | |
| Functional Area: | Business Development Department | | |
| Reports to: | Business Development Manager | | |
| Location: | Bangladesh Country office | Travel required: | 30% Travel to field |
| Effective Date: | January 2020 | | |

role PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realise their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach. National level influencing that builds on, and is informed by our programme work in Bangladesh and Plan’s other country offices will play a key role in delivering results at scale.

Our organization is transforming itself to meet the enormous challenge everywhere that we work. We need bold, forward-thinking and innovative individuals in our country operations, driving change and delivering results that will allow us to reach our target of 100 million girls. With this backdrop, Plan International Bangladesh (PIB) has commenced a significant change initiative to transform our organization. This change will enable us to deliver successfully on our global ambitions and significantly impact children’s rights and gender equality in Bangladesh.

Manager -Grants Finance & Compliances will be responsible to ensure financial proposal (budget) in line with donor’s compliance and leading roll to provide technical support to programmes, Operation, HR in budgeting including devising and implementing cost recovery for Plan, Grants tracking, updates and reporting internally and externally. He/she is also responsible to ensure FAD/ donor contract compliance at implementation as well as in financial reporting; Building capacity of the Plan and partner staff on the donor compliance. He/she also leads closeout process of the grants and supports the audit of all grants funded project.

Dimensions of the Role

Budget/Asset management:

This position has no budget responsibilities.

Direct and indirect reports:

Reporting to the Business Development Manager this position does not have any direct reports; however the position provides backstop support for the role of the -Business Development Manager when he/she is away.

Communications requirement:

The position holder needs to communicate internally – within the team members, Head of Finance, Programme advisors and project managers; as well as externally with donors and National Offices on Grants compliance and all other financial purpose.

Risk management:

The position holder needs to identify and mitigate risks related to donor requirements and compliance in the grant funded projects.

External representation:

S/he will represent Plan International Bangladesh in different donor meetings/partner meetings as assigned by the Business Development Manager.

Reach/breadth of the post/ or area of responsibilities:

The position holder supports BD Manager to lead proposal development processes (financial part) within Plan International Bangladesh to meet the grants acquisition annual target; supports the project budgeting, donor reporting, capacity building on donor compliance and FAD administration. Also, s/he supports the cost recovery process as per agreed policy and procedure grants funded projects at any given time implemented by Plan and its partners throughout Bangladesh; oversee grants administrative documentation of grants funded projects. He/she also ensure documents are preserved to satisfy donor’s/NO’s requirements.

Accountabilities

**Ensures development of budget of all upcoming projects are prepared in line with donor’s and Plan’s cost recovery guideline and meeting the deadlines.**

* Project budgets produced by other Grant Finance staffs are reviewed for accuracy and donor compliances.
* Work with relevant program, finance & HR staffs in the development of new grant budgets that the budgets meet donor guidelines, including ensuring that all operational and apportioned costs are appropriately budgeted as per Plan International Bangladesh’s Cost Recovery Policy.
* This position is responsible for quality oversight of new grant budgets and contributes to ensuring that Plan’s strategic objectives can be met financially.
* Ensures that responses to donor/NO feedback are timely and well justified.
* Support the revision, tracking and updating of cost recovery policy and charging to grants to the maximum extent possible.
* Support to Finance mapping donor budget lines to enter the donor budget in the grant module of SAP system
* Support budget changes and negotiations and facilitate programmatic agreement/understanding of the regulations.

**Ensure Grant Contracts (Donor’s Contract, FAD, and Partner’s Agreement) are reviewed and preserved / Set-up as per donor/Plan guidelines.**

* Reviews all clauses (especially on compliance issues) in the Grant Contracts and highlights complex clauses for management attention and further negotiate with NOs/donors before sign off.
* All Funding Approval Document (FAD) and amendment to FADs are prepared / reviewed and approved as per Plan Delegation of Authority (DOA) before expenditure incurred.
* Ensures all flow down clauses from donor contracts / FADs are available in the partner’s agreements.
* Uploads / Created Funding Bundle and Grants number in the corporate system SAP and communicate with relevant finance and program staffs to develop project/PO and next course of action as soon as the FAD is singed.
* Regularly review and monitor Grant Management report and ensure grant information are updated on the basis on amendment / revision of grant contracts.
* Check the FAD files updated by finance staff with relevant documents on a regular basis;

**Ensures protocols, planning and guideline for grants reports (financial) are ensure submission of the same compliance with donor’s guideline and timeframe set in the FAD.**

* Establish donor reporting protocol (financial) for each and every grants before this goes into implementation phase and ensure project team oriented on the same.
* Reviews monthly grants reporting schedule (both finance and program) produced by Grants Program
* Specialist following FAD/ Donor agreement timeline and ensured reporting schedule is circulated to the concern persons/ Management by 5th for the reporting month.
* Reviews monthly/quarterly/half-yearly/yearly/interim/final financial reports of all projects under grants fund in line with donor compliances and submitted to NOs/donors within scheduled timeline;
* Coordinate with finance and respond to donor/NO feedback on financial report with justifications;
* Support to finance in calculating shared and apportioned cost in line with donor compliance
* Prepare Target vs. Achievement grants report of Plan International Bangladesh for ARO and CMT for management review.
* Provide ad-hoc financial analysis for management to ensure good quality project implementation.
* Support to Director Finance to update Indicative Grants Funding (IGF) on monthly basis;
* Prepare/update PQP grants dash board report on quarterly basis and shared within the agreed scheduled.

**Ensures that Plan International Bangladesh has a technical team that support donor compliances in the grants project implementation and reporting and building capacity of Plan and Partner staff on compliances of different donors.**

* Annual capacity building plan for Plan and Partner organizations is in place and implemented; necessary budget for capacity building is provisioned in the budgets of the grants project;
* Training modules/ training materials on different donors are developed and updated for Plan and partner.
* Ensure / Provide orientation on grants management and donor compliance for projects;
* Hands on tools/guidelines/presentation on the compliance requirements of institutional donors are prepared and available for Plan and partner staff for their ready reference.
* Capacity assessment/monitoring on donor compliance of plan and partner are in place and visit at partner office/ real field if required;

**Facilitate the Start-up, Closeout and Audit of grants funded projects; Support Disaster preparedness/response of Plan.**

* Ensure project staffs are oriented on project budget and donor compliance at ’ start-up workshops;
* Review TOR of Audit for project audit following donor terms and conditions;
* Support for audit of grants funded projects by different auditors (internal, external including donors).
* Ensure grant compliance support and review closure checklist and notification letter for grants project before 3 months closing of a project;
* Organize lesson learnt session in collaboration with the project team at the closure of grants project and ensure documentation of the same for future improvement in managing grants projects.
* Support development of budget for disaster preparedness/response projects following donor regulation and
* Plan policy within short notice and schedule date.
* Ensure all required documents of Plan and partners are preserved for future requirements like audit, donor visit (documents mapping with location details is in place).
* Ensure project completion reports/FAD closure in line with donors’/Plan’s requirement

**Plan policies and procedures (applicable for all roles)**

* Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

**Internal Contacts**

| **Position** | **Reasons for contract** | **Level (High/Medium/ Low)** |
| --- | --- | --- |
| Head of Programmes and Project Managers | * Budget development process and review, compliances and reporting; | High |
| Director Finance and Manager Budget and Reporting- CO  Grant Finance specialists | * Budget development process and review, FAD setup, donor compliances and reporting; * Analysis of monthly Grants financial reports and Indicative Grant Fund (IGF) reports; * Provide technical service on queries for donor compliance and capacity building for new staff | High |
| Advisor Business Development | * Budgeting for proposal development, review of potential new donors, review of potential contracts. * Analysis of Grants Target vs. Achievement report and PQP- Grants Dashboard of Plan International Bangladesh. | High |
| Grants Programme Specialist | * Ensure alignment of all financial and narrative reporting, FAD compliance, file management and coordination of NO communications; | High |
| HR&OD Team | * Ensure maximum staffs salaries are recovered from grants funded projects; * Project staff salary and benefit budgeting. | Medium |
| NOs | * Review and finalizing Grants contracts; * Submission of proposal budget, modified budget and grants financial reports; * Clarification on the budget, reporting, negotiations and responding to queries; | High |
| ARO and IH | * Problems and queries on grants module are resolved in coordination with ARO and IH helpdesk; | Low |

**External Contract:**

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| --- | --- | --- |
| Position | Reasons for contract | Level (High/Medium/ Low) |
| Donor Agencies | Budgeting, reporting, compliances requirements and negotiations where applicable. | Medium |
| Partner Organization | Identifying capacity building needs on financial capacity and donor compliances; facilitating training. | Low |

Technical expertise, skills and knowledge

**Essential**

* Master’s degree in accounting/finance/management with CA CC.
* At least five years’ experience in similar job preferably in an INGO.
* Experience in grant management systems and financial regulations.
* Knowledge of Grants Administration especially system management and donor compliance in reporting of diverse institutional donors (DFATD/GAC, EU, USAID, AusAid, DFID etc.)
* Demonstrated knowledge in cost recovery principles and systems, experience in implementing a cost recovery system is preferable.
* Experience in managing performance and facilitating development of staff is preferred.

**Desirable**

* Please include those requirements that are desirable.
* In-depth experience of budget preparation, using previous lessons learned
* Understanding of donor regulations and seeks solutions to ensure financially viable projects within donor regulations
* Good quality analytical communication skills to work with Plan and donor stakeholders
* Capacity to design and deliver training content for grants management including donor compliances
* Ability to work in a multidisciplinary and multicultural environment.
* Working in emergency response programme especially financial management.
* Understanding of and ability to serve as development catalyst and practitioner given the country context and Plan mandate.
* Ability to assess-plan-negotiate-organize-monitor-evaluate-measure the success of projects and what they are supposed to deliver.

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

Based at Country Office with at about 20-30% travel to projects areas, donor agencies and partner organisation*.*

Level of contact with children

Low contact: No contact or very low frequency of interaction √

Mid contact: Occasional interaction with children

High level: Frequent interaction with children

ORGANOGRAM