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| **JOB TITLE:** Awards and Compliance Manager | |
| **TEAM/PROGRAMME:** Mali | **LOCATION:** Bamako |
| **GRADE**: 3 | **TYPE OF ROLE:** Fixed term 12 months |
| **CHILD SAFEGUARDING:**  Level 3 -The responsibilities of the post may require the post holder to have regular contact with or access to children or young people | |
| **ROLE PURPOSE:**  The Awards and Compliance Manager is responsible for providing efficient and effective management of the program’s overall award portfolio. S/he is member of the country program core Management Team and is responsible for ensuring quality award management.  The ACM is one of the key donor contacts for the country program and coordinates the information about donor’s relationships.  S/he functions as a key liaison and support point for Field Managers and Budget Holders to ensure quality proposal development, compliance with donors and internal organisational requirements and overseeing information management related to donors at all different steps of a project, including reporting stages, through a regular coordination with Operations Director and Programme Development and Quality Director. | |
| **SCOPE OF ROLE:**  **Reports to:** Finance Director  **Dimensions:** Mid-level management  **Staff directly reporting to this post:** 2 | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Award Management systems and donor compliance**   * + Ensure compliance with SCI minimum operating standards for award management   + Implement and manage SCI process for award management , proposal development in Mali programme, equitable, cost recovery, awards close out   + Ensure the award management web based system is updated (AMS)   + Act as the key contact for support on Funding Summaries and AMS processes   + Managing unrestricted funds and liaise with CD as the budget holder   + Monitor and compile award management monthly and quarterly tools   + Coordinate award management between field based programme staff, headquarters and regional office.   + Work with budget holders and finance team to monitor all budgets and ensure compliance with donor requirements, review budget realignment and other related requests for awards   + Monitor expenditures to ensure compliance with budget   + Organise and participate proposal development stages for compliance and budgets   + Organise and participate in award opening, mid-term review and closure meeting and develop a mechanism to hold Budget Holders accountable for deviations from the contract arrangements   + Monitor Budgets and prepare quarterly reviewed tools for budget follow up   + Act as a central point of organisational expertise donor compliance requirements, ensuring that relevant staff of all departments is informed of donor requirements.   + Provide technical support to assess donor eligibility/allow ability of planned expenditures and identify related compliance requirements   + Maintain and manage the award filing and retrieval system to ensure that it provides easy and immediate access to information on these awards at country office level.   + Maintain a reporting tracking system to ensure that responsible staff are aware of upcoming deadlines   + Verify that financial and narrative reports are coherent and adhere to donor and SCI standards before submission   + Contribute to ensure strong relationship with donors and attend donors meeting as required   + Ensure the debt tracking system is working, follow up all income requests from donor and establish control received income on time.   **Proposal Development**   * + Relay funding opportunities to relevant staff in a timely manner   + Lead the proposal development process for all proposals   + Ensure that all proposals, contracts and amendments with donors follow AMS procedures and assist where possible to reflect with programme coding structure   + Disseminate donor and SCI Standards to relevant personnel at the beginning of the process   + Ensure that information is provided in a timely fashion and relevant staff is included in the proposal development process   + Verify that proposals adhere to donor and SCI standards and that narrative is cohesive with budget   **Training**   * + Ensure Budget Holders, Finance personnel and field staff are provided with the information and training they require in order to understand donor guidelines, compliance issues and the SCI award management procedures   + Conduct regular visits to field offices and project sites   + Conduct Internal audits of award processes and protocols to advise Budget Holders on compliance level in the field bases   + Ensure key donors compliance checklist are available, provide orientation to Budget Holders and follow up implementation   **Auditing**   * + Ensure all budgets include the necessary funds for audit and that all awards are audited as per donor rules and regulations   + Assist the Country director in responding to internal audit requirements   **Leadership**   * + Directly lead , manage evaluate and motivate the award team in country, ensuring they have a work plan, learning and development plan and objectives with regular supervision and field visits   + Coordinate the development implementation and review of the organisational funding strategy for the country programme   + Ensure presence in internal and external important meetings and report on major award achievements and challenges. Ensure organisation of monthly finance/awards meetings and follow up of these outputs   + Contribute to country strategy and operational planning and reporting | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved * Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding   **Ambition:**   * Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same * Widely shares personal vision for Save the Children, engages and motivates others * Future oriented, thinks strategically and on a global scale   **Collaboration:**   * Builds and maintains effective relationships, with own team, colleagues, members, donors and partners * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks   **Integrity:**   * Honest, encourages openness and transparency * Always acts in the best interests of children | |
| **QUALIFICATIONS AND EXPERIENCE:**  **Essential**   * Minimum of a Bachelor Degree in Accounting/ Finance/ Economics or related field. * Minimum 3 years experience in an INGO on grant management and/or Finance & Administration in a complex budget setting. * Strong computer skills, especially on grant/ finance systems and MS office. * High level skills in written standard English and French and ability to transform documents and reports developed by programme staff in dissemination standards * Ability and willingness to work under pressure as part of a professional team. * Ability to coach, mentor and provide developmental guidance to finance teams and managers * A commitment to the values and principles of Save the Children * High level skills for coaching, mentoring, capacity building, team management around management of accountabilities and compliance in relation to donor funding. * Demonstrated ability to lead teams with members of extremely varied skills, experience and background. * Knowledge of compliance requirements of major donors, including USAID, DFID, ECHO, EU and ability and skills to establish compliance systems with the personnel. * Ability to present , discuss and supervise compliance with awards monitoring protocols with team of various levels * Demonstrated ability to develop and maintain project files for accountability and audit purposes * Demonstrated ability to develop project proposals with teams and lead regular meetings in relation to project opening and its periodical reviews * Experience and understanding of how to develop cost and implement programmes in a high security risk environment * Experience in and ability to plan and apply intelligent dissemination tools for compliance rules for donors to various staff levels.   **Desirable**   * Professional qualifications in Accounting (CPA or ACCA) * Masters Degree in Accounting/ Finance/ Economics or related field * Knowledge of SCI award and financial system, structure and processes * Ability to work as a team with programme staff at all levels without holding any direct line management authority * Ability to and experience of establishing partnership management and monitoring protocols with local NGO partner | |
| **Date of issue: 23-August-2013** | |