



Functional Title	:	Grants and Sub Grants Manager
Responsibility Level / Grade	:	Manager
Department/Project/PN	:	Finance
Work station	:	Central Office, Kathmandu
Incumbent's Name	:	Vacant
Supervisor/Principal Evaluator	:	Finance Controller
Co- evaluators	:	ACD- Program Support & Finance

JOB SUMMARY

The Grants and Sub Grants Manager provides close support to Proposal Development Team on preparing cost proposal budgets and provides stakeholders the appropriate financial reports / analysis, to enable effective budget management and monitoring of actual expenses against budgets. The incumbent will also be responsible for the overall management of the sub grant financial monitoring function.

S/he is required to track all donor reporting deadlines, preparation and submission of donors finance reports, including tracking and initiating actions/reminders related to donor receivables/payables, and review of grant and budget documents. S/he needs to coordinate communications regarding grants and budget related matters with international CARE Member Partners (CMPs) and donors. The incumbent performs required budget analysis, support on review and revision of project budgets and update into the system.

The incumbent will support on the capacity building of the partners' staff and also ensure/certify that the expenditures incurred and charged to the project are in line with the approved budget. Rigorous follow up has to be done to ensure that the areas of improvement/gap identified during monitoring visit has been timely addressed by the management of sub grantee.

In close coordination with the Partnership and Accountability Manager, the incumbent will need to work on issues identified along with the board representative of the sub grantee to ensure implementation to address any findings. Areas of improvement along with commitment and timeline for implementation shall be communicated to the concerned project manager/team leader. Critical action points agreed during the monitoring visit should be communicated to the Partnership and Accountability Manager to include it as a part of the special condition in the Partnership Grant Agreement (PGA) and its modification.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

Major duties/responsibilities of the position have been detailed out as below:



Major Responsibilities and Tasks:

R1. Lead budget development of new cost proposals

- Support proposal development team in the development of new cost proposal budget framework. Coordinate with SMT for review as needed, and Country Director for approval before submitting new cost proposals to CMPs/donors.
- Develop new cost proposal budget and budget narratives ensuring fair SPC and other cost allocations are budgeted per policy in the existing projects at that time of new proposal development and establishment of standard budget templates. Oversee translation of new program and donor budgets to SWC budgeting templates to facilitate rapid Govt of Nepal approval.
- Budget modification facilitation based on the proposition from Budget Holder and review comments from SMT / CMP members and donors.
- Ensure all the process relevant for new projects such as IPIA (Individual Program Implementation Agreement) and BAM (Budget Agreement Memorandum) preparation and review, award checklist, DCAU coordination, FFATA, DUNS, Fund code /project ID requests, sub-award set up, work flow set up and uploading in PeopleSoft with the help of SSC.
- Coordinate with CI members and CARE-USA to negotiate for finalizing the IPIA.

R2. Grants and Contracts Management

- Prepare bottom line budget and submit with annual budget guidelines to program team for annual budget development.
- Develop and submit monthly cost pool table to SSC.
- Run query reports monthly in Pamodzi, analyze the budget vs expenditure; quality review and circulate to program team and other stakeholders.
- Update monthly Grant Tracker (Inception to Date) and prepare time spent vs burn rate report.
- Compile monthly project wise receivables and payables reports and with Finance Controller, track accuracy of grants and contracts receivable/payable balances and monitor the balance in 190000
- Ensure and approval of the budget availability of Sub-Grantee before creating new PID and upload in the Peoplesoft
- Circulate all monthly MIS reports to program team and other stakeholders and seek justification on for over and under spending
- Assist Finance Controller to prepare COMFORT tools on quarterly basis.
- Update oneself in donor regulations, compliance and support to orient relevant staff
- Monthly analysis of the shared cost (LOE TABLE) for the budget provision in the respective month for the shared program staff



R3. Donor / CMP Reporting

- Develop donor/CMP report tracking mechanism to ensure timely reporting.
- Review and ensure PeopleSoft generated figures in donor line item mobilizing finance staff available at CO and field.
- Review and finalize reporting to regulatory bodies of the GoN like SWC, NRA etc
- Ensure accuracy on PeopleSoft reported figures & appropriate line item flexibility, use of correct exchange rates as per IPIA, and completeness of matching funds. Preparation of periodic and final fund accountability statements (budge to actual expense reports) required for CMP/auditors
- Track the fund request with donor and perform necessary follow up to ensure sufficient fund availability within the CO.

R4. Sub Grants Financial Monitoring

- Assess the existing template and processes followed for partner's financial monitoring and develop relevant tools like reporting template, checklist, questionnaire for the monitoring team etc.
- While developing the tools, ensure that the tools developed by the Award Management Solutions (AMS) department are well considered.
- Assist all the team members to finalize the annual monitoring plan and have it endorsed by the ACD-PS & Finance with the support from Finance Controller.
- Carry out the financial monitoring of partners as per the approved plan, perform assessment of the internal control mechanism and finalize report.
- Ensure that close out monitoring visit is completed before the grants close out and all the questioned/disallowed costs if any are adjusted.
- Follow up mechanism should be established (Remotely or site visit) in such a way that all the recommendations/actions determined as a result of the monitoring visit are fully implemented by all partners.
- Ensure that the monitoring results are presented to the Senior Management Team (SMT) and Decision Making Committee (DMC) at least on a quarterly basis with the support from Finance Controller and ACD-PS & Finance
- Provide regular training, as relevant, to the staff of sub grantees and if required mobilise team members for on the job training.

R5. Staff Management

- Facilitate APAA of direct reports
- Support staff development and capacity building
- Keep them abreast on current situation and reorient them on new guideline whenever changes occur
- Develop accurate and detailed job descriptions which reflect specific job responsibilities.
- Motivate, train, coach, supervise and mentor staff from time to time to boost their confidence



R6. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviour
- Comply and exercise organizational values and culture
- Help to promote rights and good governance

Secondary Responsibilities and Task

Primary responsibilities of other positions/ team members within the grants and sub grant monitoring unit will be secondary responsibility for this position. Supervisor/Department head will assign these secondary responsibilities as per the need and priority within the department.

Any other duties/responsibilities as per the need/priority of mission in consultation with supervisor.

Authority:

None.

Working conditions:

Based in Kathmandu with estimated 30% travel to project implementing districts.

Preferred Qualifications:

Master's degree in relevant area

Preferred Experience:

At least 5 years of relevant experience in budgeting/cost proposal development, reporting, audit or financial monitoring function in a development organization.

Skills and knowledge:

- Required knowledge on budgetary analysis i.e. Budget Vs Actual.
- Excellent knowledge of budgeting principles (especially on contract management) and clear understanding of donor's financial policies, guidelines, rules, regulations, and reporting requirement
- Expert knowledge on audit, review and verification techniques
- Report writing skill along with basic formatting skill required to prepare report.
- Communication skills including strong verbal and written language skills in both English and Nepali.
- Interpersonal and facilitation skills.
- Strong coordination, networking and advocacy skills.
- Computer skills, including knowledge of relevant software e.g. Microsoft office and others

Competencies:

- Analytical thinking – Able to analyse and draw conclusion on the budget and actual data of project.
- Initiative – Deals with situations and issues proactively and persistently.



- Team work and People Management – Able to work effectively with other people within a work group
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact
- Communicating and sharing ideas and information - Able to present findings/recommendation and express opinions confidently.
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____