



<b>Functional Title</b>	:	<b>Grants/Contracts and Subgrants Manager</b>
<b>Responsibility Level / Grade</b>	:	<b>Manager / 6</b>
<b>Department/Project/PN</b>	:	<b>Finance</b>
<b>Work station</b>	:	<b>Central Office,</b>
<b>Kathmandu Incumbent's Name</b>	:	<b>TBD</b>
<b>Supervisor/Principal Evaluator</b>	:	<b>Finance Director</b>

**JOB SUMMARY**

The Grants/Contracts and Subgrants Manager leads Proposal Development Team on preparing quality cost proposal budgets and ensures appropriate financial reports / analysis are provided to stakeholders, to enable effective budget management and monitoring of actual expenses against budgets and forecast. The incumbent will also be responsible for the overall management entering into agreement with sub grants, sub grant expense liquidation and 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 Alliance Specialist, 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 Alliance Specialist 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 CARE policies and procedure and should be accountable for it.

**KEY 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 IFS, ARMU, SMT, Project team for review and tackle budgeting issues as needed, and Country Director for approval before submitting new cost proposals to CMPs/donors.
- Analyze the partnership modalities on cost point of view and inform on cost implication. Discuss and inform the decision makers on cost ratios and competitiveness.



- Update master budget on regular basis. 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.
- Prepare overall organizational operating budget for each fiscal year and support SMT in cost analysis and decision making.

## **R2. Grants/Contracts and Subgrants Management**

- Manage overall grant cycle from preaward phase to post award phase with due support from ACD-PS and program teams
- Support Team on developing and submitting monthly cost pool table to SSC including SUSP 4,5, and 6.
- Run query reports monthly in Pamodzi, analyze the budget vs expenditure; quality review and circulate to program team and other stakeholders.
- Prepare Life of award report (LOA) and share with SLT in periodic basis.
- Compile monthly project wise receivables and payables reports, 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 ACD PS to prepare COMFORT tools, Master budget, UNR & GPF reports to be submitted to ARMU 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
- Perform smooth close out of the ended awards.

## **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 (budget 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 agreements, DDA, reporting and 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.
- Review the sub award checklist to ensure accuracy of budget and other financial info and facilitate in sub granting procedure.
- Ensure that partners' expenses are liquidated in timely manner and ensure timely disbursement of funds to the partners.
- Support in DDA of the sub grantee and Preparation of sub grant dashboard.
- 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 monitoring plan and have it share it to relevant team members along with ACD-PS & Finance.
- Carry out the financial monitoring of partners as per the approved plan, perform assessment of the internal control mechanism and finalize report and provide supports to SGMO wherever necessary.
- 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 support from ACD-PS & Finance
- Provide regular training, as relevant, to the staff of sub grantees and if required mobilize team members for on the job training. Support in capacity building of the sub grantees.

#### **R4. AP functions**

- Cash management,
- Review of all AP vouchers,
- Review of payroll, hard and soft close,
- Coordination with SSC on financial adjustment, intercompany reconciliations, compliance with host country regulations and all regular reporting to CARE USA as per policies and procedures relating to year end.
- VAT reporting to SSC and compilation.
- Point of contact in FS as well as single audit conducted by CARE USA auditor.

#### **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 behavior
- 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:**

Grants/Subgrants Specialist and Finance Consultants

**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 analyze 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: \_\_\_\_\_