

I. Position Information

Job Title : **Finance & Grant Officer**
Duration of Contract : 6 months with possible extension
Direct Supervisor : Finance and Grants Manager

II. Organizational Context

Under the guidance and direct supervision of Finance and Grants Manager, the Finance and Grant Officer ensures provision of supports for effective execution of finance and grants management and observing transparent utilization of financial resources.

The Finance & Grant Officer will provide support to appropriate staff with internal and external reporting in line with KEMITRAAN's financial policy and procedures. S/He will ensure that all the reporting are in line with KEMITRAAN's SOPs and requirement, including responsible for reporting, communicating and handling other financial related matters.

The Finance & Grant Officer will support the Finance and Grants Manager with the documentation required to support the award of grants in support of all the projects. S/He will also be responsible for supporting the and managing the grants portfolio, including liaising with grantees, coordinating with the other unit in KEMITRAAN, and other duties as assigned, within the specifically assigned issues to her/him.

The Finance and Grant Officer will work closely with all the units and programs within the organization.

III. Functions / Key Results Expected

Summary Key function:

S/he will serve as the Finance and Grant Officer with the following responsibilities:

Financial Management, Reporting, and Support

- Financial analysis and assessment of the project activities, and project proposals from potential Grantees, including revenues, spending, and cash flow forecasts.
- Financial monitoring and evaluation of the partners and third parties, over project activities by analysis of financial reports and audits.

- Financial handling of funded projects, including preparation of payment of the grantees.
- Assist with preparation and review of plans, budgets, performance reports, project proposals, and return on investment analysis.
- Assist with the preparation of medium term and long term financial plans.
- Assist partners in proper financial recording and reporting, and responsible for compiling the reports.
- Assess and advise on the financial capacity of partner organizations and accountability systems.
- Facilitate capacity building and expert knowledge in financial administration and control.
- Contribute to the development and implementation of building financial management capacities for partner organizations/institutions, especially in the local and grass-root level.

Grant Management, Reporting, and Support

- Update and audit grant documentation and files, including both hard copy and soft copy files.
- Administrative duties in support of grant management, including daily sorting of paperwork, filing, photocopying documents as necessary, and scanning documents for storage.
- Assist the Finance and Grants Manager in reviewing applications and proposals, by locating or requesting necessary supporting documentation from potential grantees.
- Maintain financial capability records for each grantee to meet KEMITRAAN requirements as stated in the KEMITRAAN's SOP and Safeguards.
- Assist in processing grantee vouchers for payment by assuring necessary documentation is included.
- Assist in the preparation and coordination of meetings or workshops with grant recipients, community organizers, or service providers associated with grants management activities.
- Maintain grants database related to new strategic grants, on-going grants progress status, deliveries, installments, audit schedule and status;
- Risk assessment of potential problematic grants, coordinate with relevant parties in resolving problematic grants and give recommendation to the direct supervisor on alternative solutions;
- Update data disposal of assets of each grantees including closing letter

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IV. Impact of Results

The key results of the assignment will give positive impacts for strategic programme implementation, including successful and more substantively accountable program implementation. Good communication and facilitation to key stakeholders that led to make KEMITRAAN perceived as trusted working partner.

V. Competencies

Corporate Competencies:

- ❑ Serve and promote the vision, mission, values, and strategic goals of Kemitraan
- ❑ Plan, prioritize, and deliver tasks on time.
- ❑ Participate effectively in team based, information-sharing environment, collaborating and cooperating with others.

People Skills

- ❑ Sets clear performance goals and standards; execute responsibilities accordingly.
- ❑ Capacity and ability to initiate (when required) and maintain relationship with necessary stakeholders at the national, local, and grass-root level.

Result Orientation

- ❑ Plan and produce quality result to meet established goals.

Innovation and judgement

- ❑ Contribute creative, practical ideas and approaches to deal with challenging situations.
- ❑ Strives for quality client-centered services (internal/external).

Communication

- ❑ Demonstrate effective written and oral communication skills.
- ❑ Demonstrate good negotiation skills.

VI. Recruitment Qualifications

Education:	Bachelor's Degree (or equivalent), preferably in Accounting; Finance and other related degree. Have general understanding on accounting and project software.
Experience:	At least 5 years work experience in the finance and grants management field, preferably with multiple donors, UN agencies, or international NGOs; 3-5 years of substantial experience in finance with a demonstrated track record on financial monitoring of projects; Competence and experienced in the use of computerized systems, including financial software applications is essential; Excellent verbal and written communication skills; Strong interpersonal skills, attention to detail, discretion and high integrity are imperative; Ability and willingness to work with people of different backgrounds and to contribute constructively to a working environment based on mutual respect and trust; Can work in a team as well as individually, ability to work under minimum supervision.