



TITLE	CHAMPS Finance and Grants Manager
<p>PROGRAMME OVERVIEW</p> <p>The Child Health and Mortality Prevention Surveillance (CHAMPS) site aims to determine and track the causes of under-five mortality and stillbirths through epidemiologic surveillance, including reporting within 24 hours, clinical sampling, and use of advanced laboratory testing and diagnostics across a network of international sites. The area selected for CHAMPS in Sierra Leone is Bombali Seboria chiefdom in Bombali district (population 606,544). The site area has a population of 161,383 and is mostly urban because it includes the city of Makeni (population 125,970).</p> <p>The Minimal Invasive Tissue Sampling (MITS) procedure used by CHAMPS was developed to reduce the uncertainty regarding causes of death. The data collected from the CHAMPS Sierra Leone site will be added to that collected from other sites and will help reduce child deaths in LMICs by providing detailed evidence on the cause of death to influence policy of funders and stakeholders.</p> <p>Over the last year Crown Agents in Sierra Leone (CAiSL) has played the role of a Fiscal and Procurement Agent and provided management oversight to the Implementing Partners (IPs) for the CHAMPS Site in Sierra Leone. Crown Agents recently hired a Site Director for the CHAMPS project, who will act as the Team Leader, to manage the implementation of the programme and provide technical oversight to all CHAMPS activities.</p>	
<p>MAIN JOB PURPOSE</p>	<p>The Finance and Grants Manager will take lead responsibility on designing and implementing all financial management procedures and processes, taking into account the client’s reporting requirements. Additionally they will undertake fiduciary oversight of grants to support VFM and guard against misuse/abuse of funds. The Finance & Grant Manager will also be responsible for monitoring the implementation of grants, working closely with both the CHAMPS Site Director/Team Leader, Programme Manager and other technical focal points.</p> <p>This role reports directly to the CHAMPS Site Director/Team Lead</p>
<p>MAIN RESPONSIBILITIES OF JOB</p>	<p>Grants Management</p> <ul style="list-style-type: none"> • Design and operation of grant financial management arrangements, in line with donor’s requirements and Crown Agents’ policies • Develop processes, manuals and templates for financial reporting • Produce guidelines for the implementation partners • Establish effective control mechanism to manage risks associated with financial disbursements and to support VFM for donor • Conduct Financial assessments of grant applicants prior to grant signature, including scrutiny of budgets and financial plans • Monitoring of financial aspects of grant implementation, including audits and physical spot-checks • Deliver capacity building and technical assistance to grantees in financial management • Support to submission of all key deliverables against project milestones in a timely, quality assured and cost-effective manner <p>Financial Management</p> <ul style="list-style-type: none"> • Set up the financial regulations and procedures for the CHAMPS programme and regularly manage, review and satisfy the integrity of cashbook and other transactional records • Review monthly financial invoices • Carry out and monitor financial planning, forecasting, budgeting and controls of operational expenditure



	<ul style="list-style-type: none"> • Report regularly to Team Leader and Project Manager on financial progress and positions monthly • Ensure all payments are consistent with programme contract terms and that all IPs disbursements are consistent with the IPs’ contracts • Coordinate the disbursement of funds to IPs, and prepare monthly disbursement forecast to be submitted to donor covering the next month (99% accurate) and subsequent months (based on IP forecasts) • Regularly assess the financial risks of IPs based on quarterly reports and financial submissions, and recommend, where appropriate, remedial actions • Review IPs’ annual project financial reports audited/unaudited and their organisational AAA • Monitor and verify financial expenditures of fund recipients and ensure that the Management Unit’s records on their finances are always up-to-date • Conduct financial assessments of fund recipients according to the highest standards • Ensure the timely input and review of project transactions into the CAiSL financial system with appropriate archived documentation • Ensure the correct financial treatment of project transactions within the CAiSL financial system • Conduct financial audit of implementing partners where and when appropriate • Ensure the correct and complete electronic and physical archiving of necessary documentation for internal and external audit purposes <p>Cash Management</p> <ul style="list-style-type: none"> • Review of CHAMPS petty cash reconciliations • Coordinate disbursement of funds to implementing partners • Review and verify expenditure of all CHAMPS offices • Oversee project finances and ensure timely flow of finances <p>Financial Management of Implementing Partners</p> <ul style="list-style-type: none"> • Review grantee invoicing against KPIs and recommend or approve payments • Ensure accuracy of disbursement forecasting and regularly assess and verify financial expenditures of fund recipients <p>Perform any other duties as appropriate to the position, as requested.</p> <p>The role will be based in Makeni with regular visits to the Bo and Freetown offices.</p>
FINANCIAL AUTHORITY	Manage the operational budget of CHAMPS in coordination with the Team Lead/ Site Director and Programme Manager

JOB SPECIFICS:	
Education	Finance qualification or Masters, with minimum of 5 years of experience
Experience	<ul style="list-style-type: none"> • 5+ years’ experience in project finances, accounting, and reporting • 3+ years’ experience in grant management, specifically working with CSOs/NGOs • Experience working with multiple national and local stakeholders • Familiarity with policies and procedures for managing disbursements from international donor organisations • Health and/or West Africa experience a plus
Knowledge	Technical knowledge of financial management and management of implementing partner organisations.



Abilities	<ul style="list-style-type: none">- Demonstratable ability to support and motivate partner organisations and provide capacity building and supervision to meet needs- Ability to manage project budget and oversee partners to manage their own budgets including forecasting, expenditure in line with agreed budget and timely financial reporting- Ability to review partner financial reports, invoices and back up and liaise with partners to ensure expenditure is fully accounted for and accounted for in line with requirements- Must have strong computer skills and ability to communicate effectively orally and in writing- Must be able to process written reports, use spreadsheets, and database software packages- Must have strong interpersonal skills and the ability to work as a team member and independently
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