

Finance & Grants Officer

Our Purpose

The Global Network of Civil Society Organisations (GNDR) was established in 2007 as a voluntary network of civil society organisations who are committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately 850 member organisations in over 140 countries across virtually every geographical region of the world.

Our Vision

A vibrant, active, collaborative civil society supporting people and their communities, particularly poor and vulnerable groups, to prepare for, mitigate, respond to and recover from disasters and adapt to extreme hazards, shocks and disturbances in a changing climate.

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Increase the impact of civil society in influencing policies and practices at local, national and international levels.
- Enhance the collaboration capabilities of civil society and cooperation with other stakeholders.
- Strengthen the creation, analysis and sharing of knowledge.

Purpose of the Secretariat

The GNDR Secretariat serves as a “support entity” to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Main purpose of the role

The Finance and Grants Officer will be responsible for supporting the Finance Manager and the wider Secretariat in all of its financial activities, including:

- Maintaining complete and accurate accounting records
- Day-to-day processing of invoices and other expenses
- Supporting the production of monthly management accounts and other financial reports



- Working alongside project staff in all aspects of grant financial management, including budget preparation, project accounting, donor financial reporting and audit.

Position in the organisation

- Responsible to the Finance Manager.
- Part of the Secretariat team and active participant in cross-team working.
- Works in close collaboration with GNDR London and Regional Secretariat staff, the GNDR Global Board and project partners.

Key Duties and Responsibilities

The remit of this post will cover the following core responsibilities:

1. Financial Accounting

- Maintain GNDR accounting records in QuickBooks.
- Prepare and process invoices for payment, obtaining necessary approvals.
- Process staff expenses, bank and credit card reconciliations.
- Establish and maintain electronic and manual filing systems of financial documents and other records of expenditure, to meet the requirements of institutional donors and other third parties.
- Prepare periodic reports of actual expenditure against budget for internal stakeholders, obtaining explanations for variances and keeping staff and management informed about budget issues that arise.
- Assist in preparation of monthly management accounts and other financial reports for GNDR's Management Team, auditors and donors.
- Work with the Finance Manager in any other aspect of financial accounting as required.

2. Grant Management

- Support the preparation of budgets for funding proposals submitted by GNDR.
- Ensure all financial transactions are in accordance with the relevant Grant agreement, and are properly processed and correctly recorded.
- Liaise with the relevant managers to ensure cohesion between the financial transactions and project activities.
- Prepare donor financial reports on time, and in accordance with the terms of the grant agreement.
- Ensure electronic and hard copies of supporting documentation are complete and compliant with donor requirements.
- Under the supervision of the Finance Manager co-ordinate all donor audits.
- Support the Finance Manager in preparatory work for due diligence assessment of partners and follow up.
- Carry out other tasks relating to matters of grant finance as required.

Person Specification

Title: Finance and Grants Officer
Global Network of Civil Society Organisations for Disaster Reduction

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATION S	<ul style="list-style-type: none"> • Working towards accounting qualification • Proficiency in written and spoken English 	<ul style="list-style-type: none"> • University Degree.
EXPERIENCE	<ul style="list-style-type: none"> • Bookkeeping and financial accounting • Project accounting and reporting • Budgeting • Meeting requirements of auditors 	<ul style="list-style-type: none"> • Working with institutional donors, e.g. European Commission, USAID, Experience of grant finance • Working within the international development sector.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Accuracy and attention to detail • Excellent communications skills including with overseas partners and colleagues • Ability to work independently with little direct supervision • Ability to think, plan, prioritise and organise in a clear and structured way • Ability to troubleshoot and solve problems • Strong team player with good interpersonal skills • Good ICT and computer skills • Willingness to learn and open to new ways of working 	<ul style="list-style-type: none"> • Fluency in other languages, preferably French or Spanish.

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Comfortable in cross cultural. communication with people from different backgrounds • Committed to GNDR's values • Ability to work in a small team in an office environment • A calm, confident and welcoming manner • Good organisational and effective time management skills • Able to travel overseas, at short notice if required. 	<ul style="list-style-type: none"> • Appreciation of GNDR's values and principles.
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INFORMATION FOR APPLICANTS

Only candidates who are currently eligible to reside and work within the UK should apply.

Fixed Term Full Time Contract – Offered on completion of six-month probationary period.

POST OF: Finance and Grants Officer

Ideal start date: **As soon as possible**

Global Network of Civil Society Organisations for Disaster Reduction

BASED IN: London, Teddington Office

OFFICE HOURS:

Five days per week: Monday - Friday

35 hour working week between 9.00am – 5.00pm with 1 hour for lunch

Flexible working hour options will be considered

ANNUAL LEAVE - FULL YEAR:

25 days per year

+ statutory bank hols

+ additional days at Christmas



SICK LEAVE SCHEME:

Based on length of service - See GNDR HR Policies

NON-CONTRIBUTORY PENSION SCHEME:

For permanent staff members over 18 years old as follows

18 years old + 10% of salary

50 years old + 13% of salary

60 years old + 15% of salary

NEW STAFF SERVICE:

6 months' probationary period with 3 months' mid-term review. Notice period 2 months

SALARY WILL DEPEND ON EXPERIENCE. SALARY RANGE BETWEEN: £25,000 and £30,000 p/a

TO APPLY:

To apply for this position all applicants must send a **covering letter and resume (CV)** to applications@gndr.org or jobs@gndr.org, with subject "Finance & Grants Officer".

Phone / Skype and/or face-to-face interviews will be arranged for short-listed candidates on a rolling basis. Only candidates chosen for interviews will be contacted.

Position will be held open until filled.