



# JOB DESCRIPTION:

## Awards & Sub-Awards Specialist

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### Introduction

CARE is a leading humanitarian organization fighting global poverty. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty.

### Overview of the Role

#### Job Purpose Statement

The Awards & Sub Awards Specialist is responsible for working with a specified portfolio of grants and related sub recipients to ensure that CARE and Donor funds are utilized according to the intended purpose; providing thorough and diligent oversight. A critical aspect of this position involves working closely with program staff and senior leaders to ensure accurate financial reporting and procedural compliance on awards and sub-awards. Particularly the position works with sub recipients to ensure they meet the accountability requirements of their contracts and generally manage their finances effectively, which involves appropriate partner staff capacity development. This position forms the link between program, administration and finance team. The position holder will also actively participate in the country office efforts to proactively seek new funding opportunities, providing support during proposal development to develop accurate budgets that contribute their fair share to the Country Office Shared Project Costs (SPC) and provide quality analysis on program implementation financial performance.

<b>Reports To:</b>	Head of Finance	<b>Location:</b>	Kigali
<b>Supervises:</b>	N/A	<b>Grade:</b>	TBD

### Key Responsibilities

1. Budget Management & Financial Information		Level of Effort:	%
Support each Project Team Leader to effectively manage each project's finances; achieving value for money and compliance with CARE and Donor policies	Support budget holders in the preparation of annual forecasts; ensuring comprehensive and accurate identification of all project costs and the accompanying income with timelines		
	Support budget holders to review performance of the project against budget and to critically review any non-compliance; support any budget revisions as required		
	Analyse and report financial information pertaining to grants and sub-grants in order to provide budget holders with timely advice concerning effective financial management		
	Develop and submit financial reports according to the reporting schedule; including other required internal required reports within agreed deadlines (Pipeline report, monthly budget utilisation reports and donor reports)		

<b>2. End-to-End Awards Management</b>		<b>Level of Effort:</b>	<b>%</b>
Support the program team in applying for and receiving awards; managing all financial and contractual processes from start up to close-out according to CARE Award and Sub award management policy, donor and Government (GoR) procedures	Support the Project team and Implementing partner team in developing and updating project/initiative budgets		
	Coordinate the process of contracting with donors ensuring that CARE, GoR and donor rules and regulations are adhered to and any risks highlighted and mitigated; ensure that all required (financial, legal & contractual) documentation is compiled, organised, disseminated and stored according to CARE, GoR, and donor procedures		
	Monitor the monthly Grand Receivables/Payable Report with relevant analysis and comments to facilitate timely collection from donors		
	Three months before project close out, notify all stakeholders (partners and project team); prepare close out checklist & close out letter and ensure that all close-out procedures are followed		
<b>3. Sub Awards Management</b>		<b>Level of Effort:</b>	<b>%</b>
Manage the processes associated with sub grants; ensuring that funds are disbursed to Implementing Partners in accordance with the signed contracts and CARE & Donor contracts	Manage the process for awarding sub-grants including: working with budget holders and the DMC, ensure that CARE policies and procedures are applied effectively from selection and sub-awarding process, completing the sub-agreement checklist, gaining approvals as per threshold, drafting and finalising contracts, providing copies to all relevant stakeholders and filing copies as per procedure		
	Ensure that all documents are prepared and procedures followed in order to set up the sub-award in CARE's financial system; including reviewing the Sub Award Set up Form and submit to SSC and preparing the sub grants monitoring dashboard		
	Ensure that payments to partners are made according to the agreed schedule and in compliance with CARE Rwanda's accounting procedures; following up and reporting any problems to the Head of Finance		
	Manage the sub-grant expense verification process; including reviewing partner accounts, identifying & querying any discrepancies or unallowable costs and providing feedback to the sub-recipient		
<b>4. Partner Assessments &amp; Capacity Building</b>		<b>Level of Effort:</b>	<b>%</b>
Provide CARE Staff and Partners with capacity building training and support so that they can manage grants effectively & in compliance with the signed contracts	Support the initial partner selection and project planning process; ensuring that a good quality financial assessment is carried out and that a value-adding program of capacity building is devised		
	Support the Partnership Coordinator to deliver inception and training meetings on sub awards management policy and specific donor rules and regulations; ensuring that partners are fully equipped to comply with requirements		
	As per the project plan, carry out field visits, spot checks and develop field reports, in order to ensure that partners are complying with the conditions of their contract and with best practice in financial management		
	Develop implementing partner staff capacity in financial management		
<b>5. Risk Management &amp; Accountability</b>		<b>Level of Effort:</b>	<b>%</b>

Ensure that all risk management and accountability provisions are adhered to by both CARE staff and implementing partners	Collaborate with Budget holders to ensure that Donor accountability requirements are respected and implemented by all project staff and partners
	Prepare for and cooperate with all internal and external audits and ensure effective implementation of all audit recommendations
	Support partners to submit their scheduled financial reports on time and to standard; reviewing reports, reporting any non-compliance to the Head of Finance
	Act as a liaison between the SSC and the Project staff & stakeholders; ensuring that all Awards and Sub-Awards procedures are followed in a timely manner and stakeholders informed of any requirements for action on their part

## Additional General Responsibilities

- Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others
- Be proactive in ensuring that CARE's core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences
- Carry out other duties as requested by the Head of Department

## Important Relationships

**Internal:** Program Implementation Team, especially budget holders, Finance Team, Shared Service Centre (SSC)

**External:** Donors including CARE Member Partners (CMPs), Implementing Partners, other program stakeholders

## Requirements for the Role

### Educational Qualifications (required)

- A Minimum of a Bachelor Degree in accounting /finance management.

### Educational Qualifications (desirable)

- Knowledge and experience with accounting software package (E.g. People Soft or others...)
- Professional qualification such as ACCA, CPA, etc. or its equivalent as a Master's degree in a relevant qualification like accounting, Finance or an MBA but with bias of Finance or accounting

### Experience required:

- At least 5 years' experience in awards, sub awards management for development projects
- At least 2 years' experience in budget management and proposal budgeting with
- Prior experience with an international NGO or an audit firm;
- Experience in training / conducting capacity building for national organizations (local NGOs)

### Technical skills

- Proficiency in Microsoft Office including Excel and good skills in using financial software applications
- Fluency in English language and written communication;

- Thorough understanding of financial accounting, reporting, and grants, sub grants and contracts management processes.
- Solid knowledge of key donor regulations and compliance requirements
- Solid Analytical and problem solving, financial trouble shooting and audit experience
- Good understanding of fund accounting and financial analysis
- Capacity building, facilitation skills and proven ability to effectively transfer skills.
- Solid interpersonal skills and proven ability to work effectively with diverse teams

**Competencies:**

<b>Competency</b>	<b>Level 1</b> <i>Individual contributor</i>	<b>Level 2</b> <i>People &amp; Process Manager</i>	<b>Level 3</b> <i>Organizational Leader</i>
Inspire & Develop Others	√		
Impact Focus			√
Facilitate Change	√		
Cross Cultural Adaptation	√		
Business Knowledge	√		

**Signatures:**

I have read, fully understood, and accept the requirements and responsibilities of this Job Description		
Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date: