

## Role Title

Finance and Grants Officer(EU SIZE)

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Finance and Grant Management	Locally Appointed Grade G/6	Lusaka	Till 31 <sup>st</sup> July 2018	Finance & Resources Manager Zambia Accountability Programme (ZAP)

## Role purpose

To provide the Support to Implementation of Zambia Elections (SIZE) Post election project with strategic and technical management so that we deliver clear and coherent project results in line with donor requirements for the Project.

The **Support to Implementation of Zambia Elections Project** is a project funded by the European Union that will be managed by the British Council under the Zambia Accountability Programme (ZAP). The overall objective of the SIZE Post election Project is to support projects that will build the capacity of women leaders skills, improve women's opportunities for women participation and representation and lobby for legal and administrative reforms that will improve the holding of future elections in Zambia.

The project will be implemented through local and international civil society organisations and other key local delivery partners.

## About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Geopolitical/SBU/Function overview:

The Zambia Accountability Programme (ZAP) is a five-year £25.5m DFID-funded programme, managed by the British Council, that aims to strengthen supply and demand-led mechanisms of accountability to deliver improvements in the lives of

Zambia's poor, particularly in relation to service delivery. The programme works with a wide range of delivery partners and is structured around two clear components:

1. A national level accountability approach, working with political and democratic institutions to create an enabling environment for national citizens' representation.
2. A sub-national level accountability approach, working with civil society, communities and service providers to create demand for improved services

Both components will be supported by cross-cutting interventions with the media, and through support to women's public and political participation and representation.

The post-holder will be located in the Project Management Unit in Lusaka, and will undertake regular travel to the Programme's selected Provinces.

## **Main duties and accountabilities:**

### **Accountabilities**

- Accountable for setting up of accounts, recording all income and expenditure, variance, divergence and procurement in line with international best practices, British Council and European Union requirements
- Accountable for facilitating reporting of European Union finances in line with international best practices, and programme quality standards and for delivering on value for money
- Accountable for facilitating financial forecasts and budgets are accurately and realistically costed and managed effectively, including monitoring of project expenditure and income projections.
- Accountable for ensuring timely and effective financial support services to the Programme Team, to facilitate efficient, effective programme delivery across Zambia.
- Accountable for timely consolidation of budgets and financial reports for all European Union sub-grantees under SIZE.
- Project Contract management and communication with key project Partners which may involve negotiation, persuasion and gaining understanding at a number of levels.
- Ensuring VFM in project implementation

### **Financial systems and controls**

- Implement financial guidelines for **SIZE** in line with the Contract between the British Council and the European Union.
- Ensure corporate Financial Control and Compliance Framework (FCCF) is followed and meetings are held in line with the corporate standard and schedule. Submission of FCCF as per corporate standard.
- Assist in preparation of end of month/year financial returns.
- Assist in Review and submission of end of year accruals.
- Circulate & follow up on the Purchase Order (PO) by Purchase Order (PO) report on a weekly basis.
- Manage Project petty cash
- Receive invoices, and confirm accuracy

### **Liaising with BC Zambia to ensure completion of the following tasks\*:**

- Bank reconciliation and liaising with GSD on P2P process\*

- Scan project invoices to the hub
- Raising and parking project journals based on supporting documentation\*
- Reconcile vendor accounts and respond to vendor queries\*
- Process all recurrent payments / other payments on a timely basis and distribute bills\*
- Processing and recording of all transactions\*
- Ensure that all information for the Project staff is updated on the payroll, ensure that all statutory obligations regarding for the Project are met and collect copies of the payroll reports.

### **Procurement**

- Ensure that all procurement is done in adherence to British Council requirements
- Ensure that all procurement is done in adherence to rules and requirements of donor organisations where relevant (e.g. DFID and the EU).

### **Management of Fixed Assets**

- Create and monitor a system of controls, procedures for recording Project fixed assets.
- Assign tag numbers and codes to all Project fixed assets
- Review and update the fixed assets schedule and carry out regular inventory, all acquisitions and disposal must be recorded
- Ensure all movements of assets between rooms and outside the office premises are recorded and can be easily traced.
- Ensure that all Fixed Assets are comprehensively insured

### **Transport/Travel Management**

- Coordinate with the Projects team in ensuring that all Project staff and consultants travelling within and outside Zambia strictly follow the British Council travel policy.
- Coordinate with the Administrator in assigning vehicles according to local and long distance request by the Project staff
- All damages and other problems with a Project vehicle reported by drivers must be acted on, giving due consideration to safety, cost and efficiency
- Coordinate with the Administrator to ensure that log books are closely monitored; comparing distances covered by vehicles against fuel, repairs and maintenance costs

### **Financial planning & Reporting**

- Periodically review budgets
- Cash flow forecasting
- Supports preparation of financial information to help ensure internal audit receives a 'satisfactory' rating at minimum; facilitates and leads the Project team preparation for external audits; leads Project team management response to audit recommendations
- Supports preparation of ad-hoc periodic reports for budget holders, senior management and donors prepared to standards required.

## Grants Management

- Scrutinising grant disbursement at HQ and country level for compliance with agreed financial standards.
- Releasing funds to grantees.
- Conduct preparatory work for due diligence assessment and follow up to due diligence assessments.
- Implement control and compliance strategy.
- Support and advise on programme-wide compliance with British Council and European Union financial management, contract management, procurement and other key standards and policies.
- Verification of grant disbursements against supporting documentation
- Undertaking regular (planned) and spot checks to grant recipients
- Develop and maintain an “annual checks” timetable
- Conduct financial training/capacity development sessions (as necessary) with grantees
- Follow up Financial reports from Grantees as per agreed deadlines in the Grantee Contract
- Prepare checklist for all Grantee reports and follow up on missing information
- Consolidate all grantee reports following budget lines approved by the European Union
- Submit reports to the European Union as agreed in the contract

## Risk Management

- Ensure corporate Enterprise and Risk Management Framework (ERMF) is followed and meetings are held in line with the corporate standard and schedule. Submission of ERMF as per corporate standard.
- Take minutes of the ERMF meetings

## Teams Management & support

- Ensure that key financial processes are carried out timely, effectively, and in line with the British Council and donor policies and standards
- Lead and support the Project Grants team with effective grants budget monitoring, including monitoring and evaluation of award budgets and expense reconciliation.
- Provides financial support and advice to non-finance team members
- Control cash/cheque payments.
- Liaising with GSD

Other financial and administrative work: As required.

## Key Relationships:

### *Internal*

ZAP Finance and Resources Manager, ZAP Programme Director; ZAP programme team; BC Country Director Zambia; BC Regional Education and Society Team, BC Regional Finance Team

**External**

External relationship management linked to function of role; to include client and donors, consultants, external partner organizations, etc.

**Role Requirements:**

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Must have the right to live and work in Zambia	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes		

**Person Specification:****Assessment stage****Qualifications**

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Professional financial qualification or equivalent experience</li> </ul>	University Degree	Shortlisting

**Role Specific Knowledge & Experience**

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<b>Programme and Project Management</b> <ul style="list-style-type: none"> <li>Proven understanding and experience of delivering and evaluating financial components of programmes and projects according to client/business requirements.</li> </ul>	Experience of managing finances in donor or partnership - funded projects	Shortlisting & Interview

**Role Specific Skills (if any)****Assessment Stage****Financial planning and management (level 3):**

Planning and forecasting; risk management; receipts and payments process; impact of financial transactions on statutory reporting and other obligations.

**Project and Contract management (level 3):**

Development and delivery; monitoring, evaluating and reporting; Stakeholder development and delivery.

**Communicating and influencing. (Level 2): Relates**

**communications to circumstances** Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.

Shortlisting AND  
Interview

<p><b>Planning and organizing. Level 3: Develops annual plans</b> Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.</p> <p><b>Analyzing data and problems. Level 2: Uses data</b> Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.</p> <p><b>Managing finance and resources. Level 2: Uses financial systems and processes:</b> Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p>	
British Council Behaviours	Assessment Stage
<p><b>Connecting with Others – Most Demanding:</b> Actively appreciating the needs and concerns of myself and others</p> <p><b>Working together – More Demanding:</b> Ensuring that others benefit as well as me</p> <p><b>Making it happen – More Demanding:</b> Challenging myself and others to deliver and measure better results</p> <p><b>Being Accountable – More Demanding:</b> Putting the needs of the team or British Council ahead of my own</p> <p>Creating Shared Purpose- (More Demanding) Shaping the Future (Essential)</p>	<p><i>Interview</i></p> <p>Not assessed at interview, only in Performance Management</p>
Prepared by:	Date:
<p><b>Buumba Kaunga - Finance &amp; Resources Manager Zambia Accountability Programme (ZAP)</b></p>	<p>24 July 2017</p>