

Job title	Finance and Grants Officer		
Programme	Zambia Accountability Programme	Directorate	British Council Zambia
Location	Lusaka	Salary	PB 6
Reports to	Finance and Resources Manager	Duration of job	3 years

Purpose of job

Provide a high level financial, procurement and budget management support to the Zambia Accountability Programme.

The Finance officer will work closely with the Finance and Resources Manager in all aspects of the Programme's finance and resources functions, ensuring control and compliance in line with client, corporate and programme quality standards. S/he will support financial, resourcing and procurement procedures in line with British Council, ZAP and client requirements thereby ensuring that value for money is enshrined across the Programme and with its partners.

Context and environment

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.

Accountabilities

- Accountable for setting up of accounts, recording all income and expenditure, accruals, variance, divergence and procurement in line with international best practices, and corporate, client and programme quality standards and for delivering on value for money.
- Accountable for facilitating reporting of ZAP finances in line with international best practices, and corporate, client 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 programme 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.

Responsibilities & Duties

Financial systems and controls

- Implement financial guidelines for ZAP in line with the head contract and guidelines.
- 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 PO by PO report on a weekly basis.
- Manage office 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 invoices to the hub
- Raising and parking 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 ZAP staff is updated on the payroll, ensure that all statutory obligations regarding ZAP staff are met and collect copies of the payroll reports.

Procurement

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

Management of Fixed Assets

- Create and monitor a system of controls, procedures for recording fixed assets.
- Assign tag numbers and codes to all ZAP 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 Administrator in ensuring that all ZAP staff and consultants travelling within and outside Zambia strictly follow the BC travel policy.
- Coordinate with the Administrator in assigning vehicles according to local and long distance request by ZAP staff

- All damages and other problems with a 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 of budgets
- Cash flow forecasting
- Supports preparation of financial information to help ensure internal audit receives a 'satisfactory' rating at minimum; facilitates and leads ZAP team preparation for external audits; leads ZAP management response to audit recommendations
- Supports preparation of ad-hoc periodic reports for budget holders, senior management and donors prepared to standards required.
- Assist Finance and Resources Manager on income and expenditure analysis

Grants Management

- Scrutinising grant disbursement at HQ and county 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 financial management, contract management, procurement and other key standards and policies.
- Verification of grant disbursements against supporting documentation
- Undertaking regular (planned) and spot checks
- 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

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 ZAP, British Council and donor policies and standards
- Support the ZAP 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.

Important relationships (internal and external)

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 organisations, etc.

Other features or requirements

The job involves periodic travel outside Lusaka (the programme will work across Zambia).

Please specify any passport/visa and/or nationality requirement.	Applicants need to have the existing right to work in Zambia or to be able to obtain a visa to do so
Please indicate if any security or legal checks are required for this role.	The job requires checks on medical and criminal antecedents.

Person specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Connecting with Others – Most Demanding</p> <p>Working together – More Demanding</p> <p>Making it happen – More Demanding</p> <p>Being Accountable – More Demanding</p> <p>Creating Shared Purpose- (Essential)</p> <p>Shaping the Future (Essential)</p>		<p>Interview</p> <p>Not assessed at interview, only in Performance Management</p>
Skills and Knowledge	<p>Financial planning and management (level 3):</p> <p>Planning and forecasting; risk management; receipts and payments process; impact of financial transactions on statutory reporting and other obligations.</p> <p>Project and Contract management (level 3):</p> <p>Development and delivery; monitoring, evaluating and reporting; Stakeholder development and</p>	<p>Communication:</p> <p>Strong written and oral English communication skills</p>	<p>Shortlisting & Interview</p>

	delivery. IT skills: Good competence with SAP, Microsoft Excel, Word and internet		
Experience	Programme and Project Management Proven understanding and experience of delivering and evaluating financial components of programmes and projects according to client/business requirements.	Experience of managing finances in donor or partnership - funded projects	Shortlisting & Interview
Qualifications	Professional financial qualification or equivalent experience	University Degree	Shortlisting

Submitted by	Jason Potter	Date	XX
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