

Grants Manager Samuel Hall

Samuel Hall is seeking a professional and motivated Grants Manager to join its team for a full-time position in the Finance Team, working on review of grant proposals and budgets to ensure accuracy and full cost recovery. Under the overall guidance of the Area Finance Managers, and the direct supervision of the Operations Manager, the Grants Manager will manage and be responsible for all aspects of grant activities and contracts.



Who We Are: Objectives and Ethos

Samuel Hall is a social enterprise that conducts research in countries affected by issues of migration and displacement. Our mandate is to produce research that delivers a contribution to knowledge with an impact on policies, programmes and people. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2010 through our offices in Afghanistan, Kenya, Somalia and Germany covering Asia and Africa.

WORK ENVIRONMENT: We are a rapidly growing research organisation: you will be expected to grow with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable team-players, who have skills that our team currently lacks and who join us to add value from the very start. We hire people who can expand our knowledge and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding and challenging environment: you will need a thick skin, passion and dedication!

Vacancy Requirements

Applicants will need to possess and demonstrate the following qualifications and transferable skills:

- Strong accounting and/or financial management experience
- Grants/Award Management – A strong background working with larger grants and commercial contracts
- Extensive knowledge of the requirements and rules of institutional donors like USAID, DFID, EU (H2020) etc.
- Trainings on financial management, donor regulations and grant management
- At least 3-5 years of demonstrated professional experience in finance positions in grants programs
- International Development sector experience; overseas experience recommended
- Analytical capabilities with accounting procedures and processes for structuring projects; ability to design and implement effective workflow processes and procedures.
- Training and Coaching Skills – Demonstration of the ability to analyse staff development needs and to contribute to the delivery of training and coaching at an individual and group level
- Data Analysis – Demonstration of ability to assess, analyse, and report on complex data; Proven knowledge of conducting analysis with financial and management software plus a familiarity of working with computer based financial systems and accounting software to be able to develop / maintain, and give guidance on, electronic and manual project financial monitoring / reporting systems
- Strong IT skills and knowledge of Excel spread sheets and financial modelling
- Complete written and oral fluency in English: Exceptional English writing skills; French a plus
- Time and work management – Demonstration of the ability to be able to work autonomously, set own work plan, meet tight deadlines and balance competing priorities, work under pressure, and willing to frequently travel
- Knowledge of working in complex environments
- Experience of working with multi-cultural teams
- Ability to adapt and work well within a team

Tasks to be Performed under the Contract

Grants and Contracts Management:

- Work collaboratively with the Area Finance Managers and Finance Teams to develop the grants and contracts management framework and tools.
- Ensure consistent policies, processes and tools that allow for proper grants and contracts management.
- Responsible for organising, tracking and managing all aspects of grant activities, ensuring the thorough administration of all grant requirements including inception, activity identification, development and submission for donor approval, implementation monitoring towards completion, and closure procedures.
- Provide guidance, regular updates and training on different donors' requirements including budgeting techniques and reporting requirements.
- Partner with Area Finance Managers to identify and address gaps in grants and contracts management in the region and country offices.
- Support the recruitment, induction and development of in-country grants and contracts staff as required.
- Monitor compliance with grants conditions and restrictions, donor reporting requirements, RAP and IOH recovery.
- Account, track and report on match fund liabilities and disallowed expenses ensuring that they are properly managed and disclosed.
- Prepare management reports that show the state of grants management including grants balances, overheads recovery, disallowable, burn rates etc. and follow on gaps with the relevant country programmes.
- Support country office grant audits. Review audit recommendations and ensure they are followed-up on and implemented. Regularly update Finance colleagues and grant managers on recurring findings.
- Provide an expert quality review and opinion on proposal budgets in respect to accuracy, compliance with donor conditions and impact on regional finances.
- Support the bids development process and ensure bids budgets maximise cost recovery.
- Develop pricing strategies for donors in order to maximise cost recovery embedded in country offices.
- Set and maintain a database of standard costs and charge out rates to be used in bids development process.
- Contribute to maintain a global view on risk and liabilities arising from funding submissions.
- Keep a database of donor budgets and ensure that an accurate secured funding pictures for future years is maintained and up to date to inform decision making.

Capacity Building:

- Build the capacity of Country Offices' and other team members to develop good budget proposals
- In conjunction with the wider finance team, update current training materials, create new training materials and deliver formal and informal trainings to staff across the organisation
- Provide trainings to Program teams and Finance on budget development & management

Summary of Job Description

Employer	Samuel Hall
Location	Dubai, Abu Dhabi; Nairobi, Kenya; Kabul, Afghanistan; or remotely.
Position	Grants Manager
Contract Duration	Two years with a three-month trial period (renewable once)
Gender	Samuel Hall is an equal opportunities employer
Minimum Qualifications	Bachelor's Degree in Business Administration, Finance, Economics, Accounting or relevant field; Accounting certification (CIMA, ACCA, ACA or CPA)
E- mail for submission	careers@samuelhall.org
Submission Guidelines	<p>All applicants should send their cover letter and CV in separate PDF files, each labelled: 'CL/CV – Full name of Applicant' with the e-mail subject line clearly expressed, using the following format: 'Name – GRM.' Copies of diplomas and certifications and three professional references should also be included.</p> <p>Applications who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews will be conducted on a rolling basis</p>