

JOB DESCRIPTION

Fiduciary Risk Officer – International Development

COMPANY OVERVIEW

The MannionDaniels Group works for a more healthy, equitable, inclusive, safe and sustainable world. With companies in the UK, Kenya and Nigeria, we provide advice and support in policy, strategic planning, governance and programme management, with a particular focus on international health and social care.

MannionDaniels has a portfolio of international development programmes as well as fund management responsibilities. We are Fund Manager for UK Aid Direct and UK Aid Match – The Department for International Development's (DFID) central funding mechanisms for awarding grants to small and medium sized UK and international civil society organisations working to reduce poverty overseas and achieve the Global Development Goals. We also manage the AmplifyChange fund; a multi-donor fund supporting advocacy in Sexual, Reproductive Health and Rights (SRHR) across Africa and South Asia.

JOB CONTEXT

MannionDaniels wishes to strengthen its Fiduciary Risk Team with the recruitment of a Fiduciary Risk Officer (FRO) to work primarily on UK Aid Direct.

The fiduciary risk team works on the financial and risk management of the funds and the grants, ensuring that funds reach beneficiaries and are used for their intended purpose. In doing this the team completes audit and due diligence on prospective grantees, analyses the financial reporting and forecasts of grant holders, and works to prevent and investigate fraud across the portfolio.

The successful candidate will work closely with the grant management team of UK Aid Direct, as well as the grant holders themselves. The role will provide support to a Fiduciary Risk Manager and will be responsible for leading on the financial management of a number of grants.

Since all of our projects are implemented overseas this role includes the opportunity for international travel.

MAIN RESPONSIBILITIES:

1. Carry out regular financial management checks on grant holders through assessment of financial reports and verification of expenditure claims.
2. Complete assessment of new grant applicants, including carrying out due diligence and financial management assessments and writing up the findings. These follow MannionDaniels' standard methodology.
3. Carry out desk-based or on-site expenditure verification of grants to ensure adherence to agreed standards and identify instances of fraud.
4. Carry out desk-based or on-site fraud investigations when required.
5. Provide technical support for the grant management teams, acting as the expert point of contact for all financial management related issues arising on assigned grants, for

example to ensure budget templates and financial reporting processes are understood and adhered to.

6. Providing technical guidance to the grant holders directly, thereby supporting them to strengthen their financial management capacity.
7. Carry out site visits (in the UK and internationally) when necessary to perform the duties of the position.

PERSON SPECIFICATION:

Essential:

- Qualified to degree level and/or working towards a financial qualification (part qualified or qualified by experience)
- Demonstrable experience of working in a financial role with experience in risk management, due diligence, audit or financial management
- Experience in proposal writing and working as a team under tight deadlines to develop proposals with excellent skills in written English
- Excellent attention to detail and audit skills
- Essential IT skills inclusive of MS Office and in particular Excel at a high level
- Understanding of and sensitivity to the work of our grantees
- Ability to work flexibly and to undertake international travel
- Proven ability to operate in a team environment liaising with diverse teams.
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Experience of using own initiative, with a proactive and problem solving attitude.

Desirable

- Accountancy qualifications
- Fluency in written and spoken French language (may be essential for some roles)
- Experience working within a CSO/NGO grant awarding mechanism
- Experience of public financial management

REPORTING AND ORGANISATION

This is a permanent, UK based position reporting to a Fiduciary Risk Manager and is based in Bath, South West England. Some national and international travel may be required. This is a full-time position and requests for flexible working arrangements will be considered

Salary and package

Starting salary range:	£27,000 - £33,500 (within band 5)
Holiday:	25 days per annum
Pension:	6% employer contribution after 3 months' probation
Life insurance:	Company life insurance scheme
Benefits:	Access to a flexible benefits and discounts scheme, including childcare vouchers, cycle to work scheme, discounted gym memberships and more.