

## **Job description**

### **Fiduciary Risk Officer – 12 Month Fixed Term Contract**

Immediate start

#### **Company overview**

Our mission is to work for an equitable, inclusive and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in Bangladesh, UK, Cyprus, Kenya and Nigeria, we have a portfolio of international development programmes as well as fund management responsibilities. We are the Fund Manager for UK Aid Direct and UK Aid Match – the Foreign, Commonwealth and Development Office (FCDO) 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 Sustainable Development Goals.

#### **Job context**

The fiduciary risk team works on the financial management of the funds and the grants. The team ensures that funds reach beneficiaries and are used for their intended purpose. To achieve 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, as well as the grant holders themselves. The role works within a team reporting to a Fiduciary Risk Manager and is responsible for leading on the financial management of a number of grants. Due to a number of grants being located in Francophone countries it is highly desirable that the role holder speaks and writes fluent English as well as French.

The role represents an excellent opportunity for a graduate with a strong finance and risk management background to develop their skills in a fast moving and ethically run international development organisation. Since all of our projects are implemented overseas this role includes the opportunity for international travel.

#### **Principal accountabilities**

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 specialist financial 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 specialist financial guidance to the grant holders directly, thereby supporting them to strengthen their financial management capacity.
7. Carry out international site visits when necessary to perform the duties of the position.

## **Person specification**

### **Essential**

- Qualified to degree level in a subject related to finance
- Minimum 3 years' experience of working in a financial/fiduciary role with proven experience in financial management, risk, audit or similar.
- Strong written and spoken communication skills in English
- IT skills inclusive of MS Office and in particular Excel at a high level
- Understanding of, and sensitivity to, the work of our grant holders
- 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.

### **Desirable**

- Accountancy qualifications
- Strong written and spoken communication skills in French
- Experience working with grants, or in the charitable sector
- International development experience
- Experience of working/living overseas in a developing country

## **Reporting and organisation**

This position will be reporting to the Fiduciary Risk Manager and is based in Cyprus. It is a fixed term contract for 12 months. This is a full-time position and requests for flexible working arrangements will be considered. Occasional travel may be required.

## **Competitive Salary and package**

Starting salary range: Negotiable (within band 5 of the MannionDaniels Salary Band)

Benefits: Other company benefits

### **Closing Date:**

12 noon on Wednesday, 24 March 2021

### **How to apply:**

Please send CV and covering letter to [careers@mansiondaniels.com](mailto:careers@mansiondaniels.com), using the job title in the subject line and including details of your current notice period and salary expectations. The closing date for applications is **12 Noon on Wednesday 24 March**.

***All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.***

***MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.***