

<b>Job Title:</b>	EU Grants and Compliance Coordinator		
<b>Directorate/Cluster:</b>	Resource Mobilisation and Innovation	<b>Unit/Team:</b>	Institutional Funding Team
<b>Grade and Salary:</b>	Grade D	<b>Contract Type:</b>	Permanent
<b>Location:</b>	London / Europe	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to:</b> <i>(incl matrix reporting)</i>	EU Partnership Managers Matrix Reports to: Grants and Compliance Lead		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>Operational Remit:</b>	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> International Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The EU Grants and Compliance Coordinator works as an integral part of the EU Funding team and works with ActionAid members to support effective grant management of the EU contracts. This includes: supporting a portfolio of EU grants from across the Federation, setting up compliance and risk monitoring systems, providing guidance on and ensuring implementation of internal controls in order to strengthen financial management, tracking donor contract income, expenditure and reporting; producing compliance and risk management reports, providing guidance to countries on contract negotiations, supporting EU audits and close out processes and guiding relevant staff on EU grant rules, and compliance issues.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>1. AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> <li>• <b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>AAI Values Practice:</b> Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility</li> </ul>		

<p><b>2. Delivery on Strategic</b></p>	<p><b>1. Coordinate the EU grant portfolio across the federation</b></p> <ul style="list-style-type: none"> <li>• Maintain a database of all EU grants across the Federation with accurate and updated information, including monitoring the co-financing across the portfolio.</li> <li>• Support AAI members with EU grant management systems and processes throughout the project cycle, from contract negotiations and to close out.</li> <li>• Regularly monitor the EU grant management performance against key indicators and timelines, including reviewing technical financial data ensuring this is translated into informative donor reports.</li> <li>• Provide technical advice to members to ensure adherence to the EU grant rules, regulations and procurement standards.</li> <li>• Maintain schedule of all planned EU donor reporting and ensure proactive planning and preparation to ensure successful completion and timely submission of reports. Where appropriate, review of donor narrative and finance reports to ensure quality assurance and EU donor compliance.</li> <li>• Work with the AAUK finance team to monitor and support cash flow management including pre-financing requests, timely and accurate payment requests made to donor and tracking outstanding amounts due from the donor.</li> </ul>
	<p><b>2. Provide technical advice and support on financial management, risk management and audits</b></p> <ul style="list-style-type: none"> <li>• Technical guidance and support to establish standard operating procedures, internal controls and set up systems to monitor key accountabilities in order to strengthen grant and financial management e.g. co-financing, exchange rates, levies, sub-granting and eligibility of expenditure, etc.</li> <li>• Under guidance of the EU Partnership Manager and Grants and Compliance Lead establish and monitor key financial and grant compliance indicators across the EU grant portfolio. Carry out risk assessments, produce risk mitigation strategies and monitor shifts for ongoing EU grants .Produce risk management and accountability reports</li> <li>• Provide technical guidance and support to internal audit in assessing member’s compliance to EU rules and regulations.</li> <li>• Technical guidance and support in preparing for and managing EU donor led and external audits including legal and contractual advice– seeking internal and external legal advice when required, liaison with auditors and negotiating contested findings where appropriate.</li> </ul>
	<p><b>3. Knowledge management, communications and coordination</b></p> <ul style="list-style-type: none"> <li>• Track, document and disseminate donor reporting trends, quality assurance issues and feedback from managing the EU grant portfolio</li> <li>• Advise and provide direction on IATI requirements under EU funded grants.</li> <li>• Participate and contribute to the external NGO networks and other initiatives to broaden perspectives on industry trends on grant management, finance and compliance as well as keep up to date on changes in the EU grant rules.</li> </ul>

	<p><b>4. Grant management capacity building</b></p> <ul style="list-style-type: none"> <li>• Support EU grant management capacity development through inception workshops, online training and other support as required</li> <li>• Working closely with the financial advisers to support EU financial management capacity development.</li> <li>• Develop financial and compliance resources, including comprehensive best practice guidance training materials for management of EU funding</li> <li>• Provide helpdesk support to members on the EU rules and regulations.</li> </ul>
	<p><b>5. Support the development of institutional funding systems and processes</b></p> <ul style="list-style-type: none"> <li>• Working with the Grants and Compliance Lead, contribute to the development and implementation of improved business processes, policies and operational guidelines to facilitate better management and accountability of institutional income.</li> <li>• Ensure timely and accurate data uploads by countries into the interim Contract Management Database or Contract Management System going forward.</li> <li>• Contribute to key projects and networks for the Institutional Funding Team, such as cost-recovery, co-financing and partner risk management.</li> </ul>
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Degree or diploma in Business Studies, Economics, Finance or a related field.</li> <li>• Attained or working towards an Accountancy or Audit qualification</li> <li>• Excellent verbal and written communication skills in English, ability to inform and engage through written communication.</li> </ul>
<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of EU rules, regulations, financial control procedures and risk management.</li> <li>• Advanced skills in financial reporting and audit preparation.</li> <li>• Demonstrable financial management experience - encompassing income and expenditure monitoring, financial reporting, and audit.</li> <li>• Proven ability to translate technical financial data into informative reports.</li> <li>• Good experience of setting up systems to monitor donor compliance monitoring, developing and implementing relevant tools.</li> <li>• Proven facilitation, training and capacity building skills.</li> <li>• Knowledge and experience of using contract management systems or bespoke databases as well as MS Office.</li> <li>• Excellent interpersonal, negotiation &amp; influential, written and verbal communication skills to work effectively and manage relationships at all levels in a multi-cultural environment, often at a distance</li> <li>• Ability to think and work proactively and creatively, prioritising own workload under pressure or when faced with competing demands and work with minimal supervision.</li> <li>• Excellent organisational awareness and problem solving skills</li> </ul>

		<ul style="list-style-type: none"> <li>Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices.</li> </ul>
	<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a global team and distance support</li> <li>Knowledge of Human Rights Based Approach (HRBA)</li> <li>Proficiency of French, Spanish and/or Portuguese is desirable.</li> </ul>
<b>Competency Profile</b>		
<b>Leading Organisation</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organisation’s strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
<b>Leading Others</b>	<b>Leading Teams</b>	Attracts, motivates, and develops high performing teams.
	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
<b>Leading Self</b>	<b>Leading with Purpose and Credibility</b>	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI’s values
	<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities