

ActionAid is an international anti-poverty agency formed in 1972. We are a partnership between people in poor and rich countries working together to end poverty and injustice. Today we are working with over 15 million of the world's poorest and excluded people in over 45 countries worldwide to secure their rights to a life free of poverty and injustice, and with the support of half a million donors and supporters.



**ACTIONAID INTERNATIONAL**  
**DIRECTORATE: Resource Mobilisation and Innovation**  
**Position: EU Grants and Compliance Coordinator**  
**Location: London**  
**Salary: Grade D / £39,099**  
**Terms and Conditions as per the location will apply**

At ActionAid International we help people to use their own power to fight poverty and injustice. Because that's how real change happens – for women, for communities, for whole societies.

Institutional funding is now ActionAid's second largest income stream and with the new Strategy 2028 we forecast clear opportunities and potential for ActionAid to scale up and diversify our institutional income through a fundraising model that is rooted in a partnership based approach. The EU is the largest multilateral donor in the world, and funding from EU institutions represents about 23% of ActionAid's institutional income.

ActionAid is looking for an EU Grants and Compliance Coordinator to foster a more compliant and cohesive environment for managing institutional grants and to ensure accountability to our institutional donors. If you have extensive experience of managing institutional grants and setting up grant management systems and processes as well as good understanding of EU (DEVCO) contractual rules and regulations you could be part of the team at ActionAid International helping people to achieve long-term and sustainable change

As EU Grants and Compliance Coordinator you will be part of our EU Funding Team and tasked with working with ActionAid members to support effective grant management of a portfolio of EU (DEVCO) contracts across ActionAid. This will involve setting up compliance monitoring systems, quality checking donor reports, providing guidance on the EU (DEVCO) contractual rules and implementing internal controls in order to strengthen financial management and tracking donor income. You will also produce expenditure and compliance information as well as provide compliance and risk management reports. The successful applicant will have the ability to provide advice and guidance on contract negotiations and external financial audits. In this role as EU Grants and Compliance Coordinator, you will focus mainly on the EU Development Cooperation (DEVCO) from EuropeAid, EU Delegations, EDF or NEAR.

You must have a relevant diploma, degree and/or professional qualification in Economics, Finance, Business Studies or related field and hold (or be studying for) an accounting or audit qualification. This must be complemented by an excellent working knowledge of EU rules, regulations, financial control procedures and risk management. You will be comfortable providing clear guidance on donor policies and procedures to other staff and will have been involved in setting up and managing donor compliance monitoring systems. You will be expert at financial reporting and audit preparation too. Strong communication, negotiation and organisational skills are also essential in this role.

If you have the skills and passion to make a difference please visit our website for a detailed job description:  
<http://www.actionaid.org/jobs>

Recruitment consultancies/agencies should not approach ActionAid with regards to open vacancies. We regret that agency candidates will not be considered.

ActionAid International welcomes applications from all sections of the community and promotes diversity.

### **Application Procedures**

Are you the right person for the job? Please read this carefully before you apply.

Please address the person specification in your application point by point and in detail as it enables us to identify the skills, knowledge and experience you have to be able to do the job effectively.

Please check your application and make sure you meet all the essential criteria listed in the person specification, in addition your application will be stronger if you meet at least some of the desirable criteria. If you do not meet at least all the essential criteria, please don't apply as we only invite candidates for an interview if they meet the essential criteria listed on the job description. Thank you for your understanding. In order to be considered for this position, you will need to have eligibility to work in the UK.

**Applications should be sent with your CV and motivation cover letter by no later than Friday 28<sup>th</sup> July 2017. You are requested to highlight in the motivation letter how specifically you meet the criteria for this role. Please clearly indicate which position you are applying for.**

**Interviews and written tests: w/c 14 August 2017**

**Send applications to: [hrworkspace@actionaid.org](mailto:hrworkspace@actionaid.org)**

Due to high volumes of applications received, we can only correspond with short listed applicants. Should you not have received feedback on your application within two weeks of the closing date, please consider your application unsuccessful. We reserve the right to withdraw any of our vacancies at any time.