Job Description
Financial Management Specialist (Grants & Partners)
Malawi

Fixed Term Contract
We are WaterAid

Our vision is a world where everyone everywhere has access to safe water, sanitation and hygiene.

Our mission
Transform lives through sustainable and safe water, sanitation and hygiene.

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid - who we are, what we do and how we do it.

Respect. We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

Accountability. We are accountable to those whose lives we hope to see transformed, to those we work with and to those who support us.

Courage. We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

Collaboration. We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

Innovation. We are creative and agile, always learning, and prepared to take risks to accelerate change.

Integrity. We act with honesty and conviction and our actions are consistent with openness, equality and human rights.
WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.

Since we started in 1981, we’ve remained resolutely focused on tackling these three essentials that transform people’s lives

Without all three, people can’t live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation of any kind. The safeguarding of the communities in which we work, our staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. We are passionately committed to WaterAid being an organisation where everyone is welcome, respected, included and empowered to be their best. We represent and celebrate the diversity of our staff, partners and everyone with whom we work to create a culture where everyone can reach their full potential. All staff and volunteers are required to share in this commitment through our Global Code of Conduct.

We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid will carry out disclosure checks for roles that involve direct contact with children and vulnerable adults. Applicants are required to provide details of convictions that, in other circumstances, would be considered spent. For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: https://www.wateraid.org/uk/safeguarding-at-wateraid
**Job Title**
Financial Management Specialist (Grants & Partners)

**Place of work:**
Lilongwe, Malawi

**Pay band:**
Grade E

**Salary:**
MWK21,673,798-MWK27,106,648

**Contract type:**
3 years Fixed-term contract

**Reports to:**
Head of Finance & IT

**Manages:**
Finance Officer (Grants), where applicable

**Budget responsibility:**
None

**Travel:**
Regular in-country travels and may at times involve international travels

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**Job purpose**
The overall purpose for the Financial Management Specialist (Grants & Partners) role is to provide support to the Country Programme on finance functions relating to restricted grants and management of sub-grants to other partner organisations. The role acts as a finance business partner for project management teams, funding teams and other stakeholders’ including key teams in partner organisations and is aimed at ensuring that management processes for restricted funded projects (bid development, planning, implementation, reporting and project audits) are performed in compliance with donor/grant requirements and WaterAid policies. The position also ensures that risks to WaterAid emanating from sub-grant partnerships are kept to acceptable levels in line with WaterAid policies and donor requirements.

**Team description**
The role reports to Head of Finance & IT and line manages Finance Officer (Grants). The incumbent is part of the finance team and works closely with program teams, funding teams, administration/procurement teams and key staff for prime and sub-grant partner organisations.
Accountabilities

Financial Planning

- In collaboration with relevant program teams within WaterAid, lead on financial planning processes for restricted funded projects. This includes leading on grant/project specific planning/budget reviews and providing support to WaterAid annual/strategic financial planning.
- Support partner organisations on financial planning and budget reviews processes, as necessary.
- In collaboration with program and funding teams, support bid development processes to ensure that WaterAid has sustainable funding to support program delivery. This includes, where necessary, working with key teams in partner organisations on bid development processes.
- Take a technical lead in ensuring that WaterAid teams are following recommended project costing and full cost recovery principles in all bid development and project financial planning processes. This includes promoting similar principles as best practices to partner organisations.
- In collaboration with project leads, carry out budget performance analyses to support timely decision making by project leads/budget holders. This includes escalating key performances issues to Head of Finance & IT, Head of Programmes and Head of Funding for necessary high-level interventions. This also includes working with project leads/budget holders in coming up with appropriate performance improvement plans for restricted grants and sub-grants to partners.

Financial Reporting & Audit

- Lead on donor financial reporting in line with donor requirements and WaterAid policies. This includes preparing key analyses and interpretations of the grants/partner reports to support decision making.
- Support and input into WaterAid monthly management reporting on restricted related sections in collaboration with Head of Funding. This includes, providing restricted grants assurance support.
- In collaboration with relevant heads (for Finance, Funding and Programmes), develop and implement partner guidelines for reporting to ensure alignment with donor financial reporting requirements.
- Lead on project audit management (prior audit planning, audit process, post audit management including leading on monitoring progress on implementation of key audit recommendations).
- Provide support to annual external audit and other organisation-wide audits, as necessary
Risk management

- Assess and advise Head of Finance & IT on any potential risks involved (from finance perspective) prior to bid development and/or before signing new funding contract with a donor or prime organisation.
- Lead on interpretation of grant agreements on matters which have finance implication and organise all relevant systems set-up in line with WaterAid policies and procedures to ensure full compliance with donor requirements.
- In collaboration with relevant programme teams, assess risks relating to key functional areas (governance, finance, and controls) on all sub-grant partners (prior to engagement, during implementation and at closure). This includes providing necessary assurance to the Head of Finance & IT on whether the assessed risk levels are bearable and manageable warranting WaterAid to proceed engaging the partner organisation or continue with existing partnership.
- Develop plans of action to address any manageable risks noted during the due diligence processes including subsequent risks emerging during partnership implementation.
- Collaborate with Funding and Programme leads in identifying partner financial management capacity gaps and develop and implement appropriate plans to ensure that the partner staff have requisite capacity to manage sub-grants in line with donor requirements.
- In collaboration with Funding and Programme teams, support project monitoring to ensure that restricted funded projects are implemented in compliance with donor requirements and that there is always adherence to WaterAid’s value for money principles (including on procurement and project delivery).

Team Management & Collaboration

- Support on recruitment of finance staff responsible for restricted grants and partnership management
- Manage team performance in line with WaterAid policies.
- Develop teams within WaterAid to ensure that they are effective as leaders in managing restricted grants and partner finance related matters.
- Participate actively in all relevant WaterAid activities (including strategy development processes, regular organisation-wide planning & review sessions, team building events and other key events)
- Undertake other activities that may be assigned from time to time.
Essential skills

- Bachelor’s Degree in Accountancy or equivalent accounting qualifications from recognized institutions.
- Professional accounting qualifications (such as ACCA, ICAM or CIMA) and a member of an internationally recognized professional accounting body such as ICAM and ACCA.
- Five years post qualification experience, two of which must be on financial management for restricted grants.
- Experience in managing complex grants (such as those funded by USAID, EU, GAC, GIZ etc).
- Experience in managing donor budgets and cashflows in a multi-program set-up.
- Excellent skills in donor reporting and financial analysis.
- Experience in carrying out risk assessments and managing implementation of necessary interventions.
- Experience of using an accounting packages (such as Sun Systems & ERP based systems).
- Demonstrated sound and in-depth knowledge of relevant laws (including Taxation, Pensions, etc)
- Excellent organisation, time management skills and attention to detail. Ability to prioritise workloads and work under pressure.
- Commitment to WaterAid’s values and a working style that reflects them.
- Experience of leading, managing, and motivating others and driving change.
- Strong ability to forge effective collaborative working relationships within the team and with colleagues from across the organisation. Excellent communication skills.
- Strong analytical/problem solving skills.
- Confident to train staff effectively in a fast-paced environment.

Desirable skills

- Experience of working as auditor and experience of auditing local and international NGOs is added advantage.
- Ability to work independently and effectively in a diverse team environment.
Our commitments

Our People Promise
Everything we do is guided by our values. We want everyone to be treated with dignity and respect, and we champion people’s rights and contributions to achieve a fairer world. We are passionately committed to being an organisation where everyone is welcome, respected, included and empowered to be their best.
We represent and celebrate the diversity of our staff, partners and everyone that we work with to create a culture where everyone can reach their full potential.

Equal opportunities
We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

Safeguarding
We are also committed to protecting everyone we come into contact with. We have a zero tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously.

Wherever you work in WaterAid and whatever job you do, you’ll be joining a global network helping people change their own lives with clean water, decent toilets and good hygiene.