



<b>Job title</b>	Grants Finance Officer
<b>Programme</b>	Ghana Somubi Dwumadie
<b>Location</b>	Accra, Ghana
<b>Reporting to</b>	Grants Adviser
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Other members of the programme team and consortium, and members of Options' team based in London, funders and external stakeholders, and grantees
<b>Hours</b>	Full time
<b>Type of contract</b>	Full time, Fixed Term Contract
<b>Organisation</b>	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices (formerly Marie Stopes International). We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last. Our headquarters is based in London, UK with offices in Ghana, Kenya, Nigeria and Nepal.</p>	
<b>Main purpose of the job</b>	
<p>Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK aid from the UK government. The programme is run by an Options' led consortium, which also consists of BasicNeeds-Ghana, Kings College London, Sightsavers International and Tropical Health, and focuses on four key areas:</p> <ol style="list-style-type: none"><li>1. Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities</li><li>2. Scaling up high quality and accessible mental health services</li><li>3. Reducing stigma and discrimination against people with disabilities, including mental health disabilities</li><li>4. Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions</li></ol>	

Ghana Somubi Dwumadie is undertaking a range of activities to address the impact of the COVID-19 pandemic on people with disabilities, including mental health disabilities.

The Grants Finance Officer will work closely with the Grants Adviser to support with the financial management of grants as part of the Programme's granting component, ensuing compliance with all internal and donor policies.

As a member of the grants team, the Grants Finance Officer will work in a cross-cutting capacity to support with finance and grants management responsibilities across all grantees.

Under the direction of the Grants Adviser, the Grants Finance Officer will also liaise with the finance and programme management teams and will support the team in Ghana with implementing internal grant management, finance, and compliance processes.

### **Main duties**

#### **1. Support the delivery of the CSO grant component framework and mechanism based on recommendations from best practice**

- Support the Grants Adviser during the inception period to deliver the grants' framework: application, review, selection process, and tracking and monitoring systems. This may include communicating with relevant stakeholders and potential applicants.
- Under the direction and support of the Grants Adviser, utilise the finance management monitoring tools and any necessary tracking tools, and develop any new tools as required.

#### **2. Oversee and manage the grantee finances**

- Oversee overall progress of the grantee's implementation against budget, simultaneously coordinating with the Grants Adviser and the wider grants team, to have an understanding of implementation progress, including progress against the workplans and performance objectives.
- Work with the grants team to ensure the grantees budgets are reasonable and in line with the workplan, contract and programme criteria, including: Conduct budget reviews at proposal review stage against historic costs available, prevailing market prices including consideration of completeness of costs to determine the reasonableness of the costs/estimates included in the proposal budgets; review budget notes/narratives at proposal stage to ensure their completeness and alignment with the costs estimates included in the proposal budget; and recommend budget revisions to the Grants Adviser for consideration and inclusion in the package for submission to the Grants Committee.
- Follow the established guidelines for grant management, including compliance, financial, and administrative requirements.
- Support the review of grants financial applications, in consultation with others, according to set criteria, ensuring applications are in line with applicant criteria and the programme aims and that the policies of the organisations are financially and operationally sound.
- Conduct, under the supervision of the Grants Adviser, the due diligence and contracting of grantee organisations as per the granting guidelines

- Lead the in-depth reviews for all grantee monitoring and financial reports, ensuring all supporting financial documentation is provided by the grantees. Review the spend of funds against allocation.
- Ensure all financial transactions by the grantees are recorded accurately and in line with the programme regulations and policies and in line with donor compliance.
- Input financial monitoring data into the grantees database.
- Upload and ensure grantees reports and supporting documents are up to date, and, Accessible when required
- Follow up with grantees on funds requisitions and disbursement thereof to ensure these are requested and disbursed on time.

**3. Capacity building and learning**

- Support the capacity assessment and capacity building of grantee organisations
- Support on relevant capacity building areas (e.g. financial management, donor/contract compliance)
- Provide routine support and feedback to the grantees regarding financial management process and procedures, particularly upon receiving reports

**4. Monitoring and Evaluation (M&E) of grants and client reporting**

- Undertake on-site monitoring visits to grantees as needed, alongside the other grant team members including the Grants M&E Officer, addressing all aspects of grant's delivery
- Oversee financial management and reporting of CSOs and submission of timely and accurate financial reports to Options.
- Provide support to the Grants Adviser, grants team members and the wider programme team and stakeholders to ensure an holistic team approach to the granting component. This includes drawing on the team's experience and abilities to ensure that the grants component of the programme marries with the wider programme and activities

**5. Other**

- Ensure that all work is aligned with the Programme's Do No Harm, Safeguarding and Data Protection guidance.
- Undertake to work in line with the programme safeguarding framework and monitor for and escalate safeguarding alerts to senior managers
- Represent the Programme in meetings, at public events or conferences as required
- Participate in a collaborative team culture
- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Bachelor of Commerce, Business Administration, or related undergraduate Degree	✓	
Minimum CPA 2 (Section 3) qualification in accounting		✓
<b>Experience</b>		
Grant management experience, particularly with CSOs	✓	
Experience on the development and implementation of programmes within the health sector in Ghana		✓
Experience (2-5 years) in similar field	✓	
Experience of working on donor funded projects	✓	
Proven experience in planning, budgeting and programme control		
Strong in-depth working knowledge of the grants sector in Ghana		✓
<b>Skills and attributes</b>		
Excellent financial management skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Planning and organising	✓	
Strong relationship management skills	✓	
Strong verbal and written communication skills	✓	
Excellent compliance and local regulatory knowledge and management skills	✓	

<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Strong commitment to human rights, equal opportunities and pro-choice	✓	
Fluency in English (spoken, written, reading)	✓	
Fluency in Ghanaian languages (spoken, written, reading)		✓
Ability to travel within Ghana as required approximately one third of working time	✓	