

**MANUSHER JONNO FOUNDATION  
JOB DESCRIPTION**

**Name of Employee:** **Job Title:** Deputy Manager – Grants

**Office:** Manusher Jonno Foundation **Supervisor’s Title:** Manager-Grants Control

**Joining Date:** **Current Grade:**

**Job Summary:**

As a member of the Finance team, the Deputy Manager – Grants will monitor the financial activities of the sub-grants of Manusher Jonno Foundation (MJF) for PRLC project. S/He will have the responsibility of ensuring financial controls of PRLC project Partner Organizations (PNGOs). S/He will also be responsible for checking and recommending the PNGOs financial reports before approval of the clearance of funds. Deputy Manager – Grants will assist the Manager-Grants Control and Director F&A to revise/suggest modification of budget preparation guideline, partners’ Financial Policies and procedure, provide support to auditor and day-to-day financial functions of MJF.

**Responsibilities and Tasks:**

Responsibilities	Tasks
1. Monitor and review the Grants awarded to the Sub-grantees (PNGOs)	<ul style="list-style-type: none"> <li>a) Keep track the PNGOs budget, monitor the financial data and accordingly cross check the expenditures with the budgeted line item.</li> <li>b) Review and check the financial statements / reports submitted by the PNGOs according to the Deed of Agreement and ensure the accountability and transparency.</li> <li>c) Review the partners’ burn rate status and give feedback and /or seek explanation of the variances or findings (if any) and report to the Manager-Grants Control / MJF Management Team.</li> <li>d) Prepare a checklist of PNGO fund monitoring and execute accordingly. Keep updated the GMS and MIS as appropriate.</li> <li>e) Ensure that fund has been disbursed to the PNGOs according to the budget (PIP) in compliance with the Deed of Agreement (DOA) in timely manner.</li> <li>f) Prepare the monthly/quarterly/yearly visitation plan and submit to Manager-Grants Control for recommendation, Director-F&amp;A for approval and implement the plan accordingly.</li> <li>g) Visit to the PNGOs at least once in each 6 month and review and check their financial activities, books of accounts, vouchers, financial statement, record keeping, documents, etc. and verify that they are maintained as per GAAP as well as deed of agreement and give a true and fair view of the state of affairs.</li> <li>h) Make the spot/sub-partner NGOs visit if it is required or feel needed.</li> <li>i) Prepare the visitation report after conducting the visit mentioning the findings that observed during the visit and report to the Manager Grants Control for review and /or Director F&amp;A / Executive Director for their information and further course of action in order to ensure proper &amp; effective utilization of fund.</li> <li>j) Draft management response and submit to Manager-Grants Control for review and/or Director-F&amp;A for action.</li> </ul>
2. Oversee the Financial management of the Sub-grantees (PNGOs) as required in accordance with	<ul style="list-style-type: none"> <li>a) Ensure that the proper books of accounts and documents have been maintained by the PNGO under jurisdiction in accordance with the GAAP.</li> <li>b) Provide necessary suggestion / feedback / clarification to the PNGOs head /relevant personnel and/or MJF management for maintaining and ensuring standard financial management system</li> <li>c) Ensure that expenditures are incurred only for the project implementation purpose with proper authorization in compliance with deed of agreement.</li> </ul>

the GAAP.	<ul style="list-style-type: none"> <li>d) Ensure appropriate utilization of fund by the partner NGOs and crosscheck the financial records, reports and books of accounts in depth.</li> <li>e) Ensure that the MJF's provided Financial &amp; Administrative Guidelines and policies and /or PNGO internal policies have been maintained properly.</li> </ul>
3. Develop and enhance the capacity build up of the PNGO as well as MJF finance and other staff up to the mark in order to ensure smooth operation of financial activities.	<ul style="list-style-type: none"> <li>a) Give proper guidance to the PNGO finance staff including Chief Executive/Project staff of the PNGOs for better understanding and smooth operation of the financial activities during the PNGO office visit as and when required.</li> <li>b) Provide on the job training to the PNGO Finance staff including Chief Executives / Project staff on the financial and administrative matters in light of deed of agreement and program support activities during the field visit.</li> <li>c) Assist the Manager-Grants Control/Director F&amp;A for developing the Financial and Accounting Training program as well as preparation of the training schedule, materials for conducting training to the PNGOs staff members to meet the organizational goal of the Foundation.</li> <li>d) Assist/facilitate financial and Administrative training to the PNGO staff and /or MJF staff in order to promote understanding of Financial Policies/procedures and systems as and when required.</li> </ul>
4. Assist to arrange various audit and documentation	<ul style="list-style-type: none"> <li>a) Deputy Manager-Grants control will provide necessary support to the auditor (External/Internal/Donor's) for smooth conduction of audit.</li> <li>b) Review various audit reports, collect implementation status for PNGOs and draft MJF comment and submit to Manager-Grants Control for review and Director-F&amp;A to finalize those reports as and when required.</li> <li>c) Follow-up the implementation status of the previous audit recommendations and any other unadjusted events and suggest PNGOs accordingly.</li> <li>d) Keep track the audit report received from auditor and assist Manager-Grants Control to ensure sending and reports to partners NGO and collecting implementation status from PNGOs in time.</li> </ul>
5. Oversee the work of Asst. Manager-Grants as supervisor	<ul style="list-style-type: none"> <li>a) Deputy Manager-Grants will provide proper guidance to his/her supervisee for better understanding and smooth operation of the financial activities</li> <li>b) S/He will review the visitation report drafted by Asst. Manager -Grants</li> <li>c) Review the draft Management comments against the visit observation consulting with the supervisee.</li> <li>d) S/He will review the checklist of PNGO fund monitoring that are under his/her supervisee jurisdiction and also review the accuracy of the quarterly financial report.</li> <li>e) Review the GMS and MIS entry of Asst. Manager-Grants to ensure appropriateness.</li> <li>f) Review the monthly/quarterly/yearly visitation plan of supervisee</li> <li>g) Review APA of supervisee and send for further review to Manager –Grants control through MIS</li> <li>h) As a supervisor Deputy Manager-Grants will provide necessary support to Asst. Manager-Grants for his/her betterment</li> </ul>

6. General/ Any other tasks assigned by the management	a) Assist the Manager Grants Control / Director F&A regarding assessment/evaluation of the financial aspects of sub-grantees proposals and made appropriate suggestions for funding decisions, as required. b) Assist Manager-Grants Control to prepare/modify the appraisal checklist/questionnaire for financial appraisal of new/potential partners as and when required. c) Review the initial budgets of the new partners and the budget revision proposals submitted by the PNGOs and confirm the overall budget as per MJF's policy and procedure. d) Review the DOA along with fund schedule (top sheet) and ensure the accuracy of the amount of budget before signing with new partner (s). e) Prepare the yearly risk assessment of partners and submit to Supervisor/ management for information and action. f) Any other tasks assigned by the management.
--	--

**Authority:**

Reports to the Manager Grants Control

**Working Conditions:**

Based in Rangamati with approximately 60% field travel

**Qualifications and Experience:**

- Having master's degree in Accounting or Finance. CA /ICMA /ACCA partly qualified /MBA (Major in Finance and Accounts) will be an added advantage;
- Highly experienced in different donors requirements and compliances
- Minimum 08 years working experience in the grants management area especially in the development organizations.
- PNGOs financial monitoring, budgeting, reporting and grants management experience is essential. Experienced in training and facilitation skills would be an asset.
- Must be willing to travel extensively to the project areas all-through CHT areas.
- Ability to work under pressure and maintain strict deadlines.
- Good communication skills, with excellent written and spoken English and Bangla and also computer skill on MS Word, Excel, PowerPoint and ready to work in a team.

Incumbent Signature: -----Date: -----

Supervisor Signature: -----Date: -----