



## JOB DESCRIPTION:

# care<sup>®</sup> Awards & Sub-Awards Specialist

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### Introduction

CARE is a leading humanitarian organization fighting global poverty. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty.

### Overview of the Role

#### Job Purpose Statement

The Awards & Sub Awards Specialist is responsible for working with a specified portfolio of grants and related sub recipients to ensure that CARE and Donor funds are utilized according to the intended purpose; providing thorough and diligent oversight. A critical aspect of this position involves working closely with program staff and senior leaders to ensure accurate financial reporting and procedural compliance on awards and sub-awards. Particularly the position works with partners to ensure they meet the accountability requirements of their contracts and generally manage their finances effectively, which involves appropriate partner staff capacity development. This position forms the link between program, administration and finance team. The position holder will also actively support resource mobilization activities in the country office, providing support during proposal development to develop accurate budgets that contribute their fair share to the Country Office Shared Project Costs (SPC) and provide quality analysis on program implementation financial performance.

<b>Reports To:</b>	Finance Manager	<b>Location:</b>	Kigali
<b>Supervises:</b>	N/A	<b>Grade:</b>	D4

## Key Responsibilities

<b>1. Budget Management &amp; Financial Information</b>		<b>Level of Effort: 15%</b>
Support each Project Manager to effectively manage each project's finances; achieving value for money and compliance with CARE and Donor policies	Support Project manager in the preparation of annual forecasts; ensuring comprehensive and accurate identification of all project costs and the accompanying income with timelines	
	Support Project Managers to review performance of the project against budget and to critically review any non-compliance; support any budget revisions as required	
	Analyse and report financial information pertaining to awards and sub-award in order to provide budget holders with timely advice concerning effective financial management	
	Develop and submit financial reports according to the reporting schedule; including other required internal required reports within agreed deadlines (Pipeline report, monthly budget utilisation reports and donor reports)	
<b>2. End-to-End Awards Management</b>		<b>Level of Effort: 25%</b>
Liaising with the Project Management Implementation team, support the team in applying for and receiving awards; managing all financial and contractual processes from start up to close-out according to CARE Award and Sub award management policy, donor and Government (GoR) procedures and ensure grant information availability for needed consultations and actions about projects milestones	Support the Project team and Implementing partner team in developing and updating project/initiative budgets	
	Coordinate the process of contracting with donors ensuring that CARE, GoR and donor rules and regulations are adhered to and any risks highlighted and mitigated; ensure that all required (financial, legal & contractual) documentation is compiled, organised, disseminated and stored according to CARE, GoR, and donor procedures;	
	Monitor the monthly Grand Receivables/Payable Report with relevant analysis and comments to facilitate timely collection from donors	
	Three months before project close out, notify all stakeholders (partners and project team); prepare close out checklist & close out letter and ensure that all close-out procedures are followed	
	Maintain the updated grants milestones tracking sheet, have the file accessible by the project Managers to facilitate them having right and updated projects' information whenever required	
<b>3. Sub Awards Management</b>		<b>Level of Effort: 30%</b>
Manage the processes associated with sub awards; ensuring that funds are disbursed to Implementing Partners in accordance with the signed Partner	Manage the process for awarding sub-awards including: working with budget holders and the partner selection committee, ensure that CARE policies and procedures are applied effectively from selection and partner funding process, completing the approval checklist, obtaining approvals as per threshold, drafting and finalising the partner funding agreement, providing copies to all relevant stakeholders and filing copies as per procedure.	

funding agreements and CARE & Donor agreements or contracts	Ensure that all documents are prepared, and procedures followed in order to set up the sub-award in CARE's financial system; including reviewing the Sub Award Set up Form and submit to SSC and preparing the sub award monitoring dashboard
	Ensure that payments to partners are made according to the agreed schedule and in compliance with CARE Rwanda's accounting procedures; following up and reporting any problems to the Head of Finance
	Manage the partner's expense verification process; including reviewing partner accounts, identifying & querying any discrepancies or unallowable costs, providing feedback to the partner and report any noted exceptions during the review process.

<b>4. Partner Assessments &amp; Capacity Building</b>	<b>Level of Effort: 15%</b>
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Provide CARE Staff and Partners with capacity building training and support so that they can manage grants effectively & in compliance with the signed contracts	Support the initial partner selection and project planning process; ensuring that a good quality financial assessment is carried out and that a value-adding program of capacity building is put in place and implemented
	Support the Partnership Manager to deliver inception and training meetings on the partner funding policy and specific donor rules and regulations; ensuring that partners are fully equipped to comply with requirements
	As per the project plan, carry out field visits, spot checks and develop field reports, in order to ensure that partners are complying with the conditions of their funding agreement compliance requirements and with best practice in financial management
	Develop and implement recurring partner staff capacity building in financial management
	Monitor the implementation of capacity building interventions providing a monthly / quarterly progress reports against agreed plans; share findings with relevant stake holders to have all issues addressed in a timely manner.

<b>5. Risk Management &amp; Accountability</b>	<b>Level of Effort: 15%</b>
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Ensure that all risk management and accountability provisions are adhered to by both CARE staff and partners	Collaborate with Budget holders to ensure that Donor accountability requirements are respected and implemented by all project staff and partners
	Prepare for and cooperate with all internal and external audits and ensure effective implementation of all audit recommendations
	Support partners to submit their scheduled financial reports on time and to standard; reviewing reports, reporting any non-compliance to the Head of Finance
	Act as a liaison between the SSC and the Project staff & stakeholders; ensuring that all Awards and Sub-Awards procedures are followed in a timely manner and stakeholders informed of any requirements for action on their part.

## Additional General Responsibilities

- Keep up-to-date with CARE's emerging strategies and approaches and contribute proactively towards implementation
- Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others
- Be proactive in ensuring that CARE's core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences
- Carry out other duties as requested by the Head of Department

## Important Relationships

**Internal:** Program Team, especially budget holders, Finance Team, Shared Service Centre (SSC)

**External:** Donors including CARE Member Partners (CMPs), Partners, other program stakeholders

## Requirements for the Role

### Educational Qualifications (required)

- A minimum of a bachelor's degree in accounting /finance management.

### Experience required:

- At least 5 years' experience in award management, sub award management, budget monitoring and proposal budgeting with at least 5 in the development sector

### Educational Qualifications (desirable)

- Knowledge and experience work with an accounting software package
- Professional qualification such as ACCA, CPA, etc. or its equivalent as a Master's degree in a relevant qualification like accounting, Finance or an MBA but with bias of Finance or accounting

### Technical skills

- Proficiency in Microsoft Office including managing complex Excel and good skills in using financial software applications
- Fluency in English language and written communication.
- Thorough understanding of financial accounting, reporting, and grants, sub grants and contracts management processes.
- Solid knowledge of key donor regulations and compliance requirements

- Solid Analytical and problem solving, financial trouble shooting and audit experience
- Good understanding of fund accounting and financial analysis
- Capacity building, facilitation skills and proven ability to effectively transfer skills.
- Solid interpersonal skills and proven ability to work effectively with diverse teams

**Competencies:**

<b>Competency</b>	<b>Level 1</b> <i>Individual contributor</i>	<b>Level 2</b> <i>People &amp; Process Manager</i>	<b>Level 3</b> <i>Organizational Leader</i>
Inspire & Develop Others		√	
Impact Focus			√
Facilitate Change	√		
Cross Cultural Adaptation	√		
Business Knowledge	√		

**Signatures:**

I have read, fully understood, and accept the requirements and responsibilities of this Job Description		
Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date: