



JOB TITLE: Grant Accountant

DEPT: Finance and Operations

REPORTS TO: Finance and Compliance Manager

DATE: March 2016

BACKGROUND

Orbis International has been one of the world's leading non-profit organisations dedicated to the improvement of eye health globally since it was founded in 1982. Programmes and projects are implemented in Asia, Africa and Latin America. Orbis Africa is the South African registered non-profit organisation affiliated to Orbis International working in developing countries to reduce preventable and treatable blindness and visual impairment. Orbis Africa manages two large initiatives in Sub-Saharan Africa: Child Eye Health and Strengthening Human Resources for Eye Health. The Orbis Africa Office in Cape Town has been active since 2010 supporting continental, sub-regional, national, and regional and district eye health priorities through support for service delivery and capacity building in health facilities and communities.

JOB SUMMARY:

This role is responsible for performing grant-related functions, including budget and cost accounting and expense analysis, financial reporting, reconciliations and reforecasting. This will assist the Finance and Compliance Manager in the management of a proper financial system for grants and maintain a high quality standard for reporting.

REPORTING & WORKING RELATIONSHIPS:

Reports to: Finance and Compliance Manager.

Supervises: Finance Officer

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

GRANT MANAGEMENT

- Review grant documents and detailed budget plans of programmes, grant expenditure, disbursement requests for grants and ensure that they are compliant with the MOU or grants agreements signed and provide advice and recommendation to the Finance and Compliance Manager for decision making.
- Work with the programme department in developing budgets for grant proposals.
- Complete budget templates for grant proposals.
- Develop a grant register/matrix for Orbis Africa and keep it updated with receipts & disbursement. This includes manual filing to support the grant register (maintain filing for all contracts).
- Assist in the management of annual external audit of the grants, monitor and facilitate such audits to ensure that complete set of external audit reports is completed in accordance with grants agreements (this may include periodic internal audits).



- Review and analyse all grant audit reports and ensure that proper follow up actions are undertaken as appropriate to comply with the auditors' recommendations.
- Assist with reporting to various grantors and partners in accordance with grants agreements.
- Prepare monthly grant management reports per programme. This includes monthly performance reports of Annual Funding Commitments (AFC).
- Assist in ensuring effective information flow between finance, fundraising and programmes in order to effectively link the programme results to expenditures.
- Participate in undertaking cost estimates and cost analysis for different activities under the grants, according to the needs of different programmes.
- Work with the programme team on the annual budget preparation and the development of multi-year project budgets.
- Ensure that appropriate indirect cost recovery rate is applied for all cost estimates/budgets for each proposal as recommended by Orbis Africa.
- Create a grant budget template to ensure that all direct costs are recovered and an appropriate indirect cost rate is included
- Manage all indirect cost recoveries on approved grants to ensure that this is allocated and spent in line with the grant agreement.
- Track and scrutinise all financial reports from all the country offices, sub-grantees or projects implemented by the Partners before they are captured in to SAGE-MIP.
- Ensure proper management of funds in a transparent and timely manner.
- Assist the finance department in monitoring and evaluation of grant management tasks by providing feedback, while ensuring the accuracy of financial information and safeguard to prevent and eliminate fraud and corruption.

GENERAL

- Perform other related duties as may be assigned.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree/diploma in Finance/Accounting.
- A minimum of five (5) years of progressively relevant working experience in grants management with finance and accounting.
- Excellent computer skills (e.g., Microsoft office) with experience in using SAGE-MIP accounting software.
- Advance skills in Microsoft excel.

KNOWLEDGE & SKILLS:

- Excellent technical competence in grants management and accounting.
- Excellent writing and editing skills.
- Maintain confidentiality at the highest level at all times.



- High level of accuracy, attention to detail and thoroughness.
- Able to work on own initiative, under minimal supervision, be proactive, and have sound judgment.
- High level of integrity and accountability, flexible approach to work coupled with enthusiasm and commitment.
- Ability to leverage limited resources for maximum impact.
- Ability to perform multiple tasks and work under pressure with a wide range of individuals.
- Good organisation, planning and time management skills.
- Sound analytical skills.
- Excellent interpersonal skills.
- Knowledge of working in a multi-currency environment