



## **JOB DESCRIPTION – Grant Finance Manager**

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At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we've raised over \$600 million to support more than 3,000 programs – combating stigma, preventing infections, providing treatment and services, and motivating governments to end AIDS. As a leading worldwide organization, we work alongside local, national, and international partners, government officials, and advocates to promote a global response that leaves no one behind.

The Foundation currently works across four continents, supported by staff operating out of offices in London and New York. We are executing an ambitious five-year plan (2020-2025) to further our vision, and this position provides critical support for the Foundation's daily functions. Our team must consist of individuals who share our passion for the important life-changing work we do.

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### **POSITION SUMMARY**

The Grant Finance Manager is responsible for the financial aspects of EJAF's grantmaking activities. From monitoring grantees' budgets to reviewing disbursement requests, from pre-grant due diligence to grant close-out and audit, this role covers the full grant life cycle. The Grant Finance Manager is key to delivering grantmaking that is effective, efficient, risk-managed and compliant. As part of a small, professional Finance Team, the role reports directly to the Head of Finance and works closely with Grants Portfolio Leads (GPLs). The ideal candidate will have relevant experience in managing the financial aspects of grantmaking and will be an enthusiastic team-player with good accounting skills and attention to detail.

### **DUTIES AND RESPONSIBILITIES**

As Grant Finance Manager you will:

- Conduct financial and fiduciary assessments and participate in the capacity assessment of grant applicants, as part of the pre-grant due diligence processes. Review project budgets and other related finance deliverables.
- Provide effective and timely preparation of grant contracts, negotiating with grantees when required. Coordinate the approval of contracts, amendments, cost extensions and no-cost extensions for grants.

- Review and monitor grantees' financial reports and expenditure. Ensure reliability and quality of financial information. Identify trends associated with over/under expenditure and make recommendations to resolve.
- Review disbursement requests and prepare disbursement documentation for tranche payments. Set up payments in the online banking system.
- Coordinate and monitor grant audits and follow-up on audit findings and recommendations.
- Provide ad-hoc expert advice and guidance on any finance, risk and audit matters as necessary, and provide any relevant analysis supporting management decisions.
- Support GPLs to close the financial operations of the grants at the end of the grant period or if terminated.
- Post journal entries for grant commitments and grant payments in the finance system. Reconcile data held in the finance system with that in the grants management system when relevant.
- Review, track and analyse EJAF's total expenditure on grants. Support GPLs in preparing annual budgets and forecasts. Provide monthly reporting to GPLs on actual against budget spend.
- Support the preparation of donor reporting in line with donor requirements.
- Any other activities that the Head of Finance deems appropriate to the role.

**LOCATION** London, UK (two days a week in the office, three days a week working from home)

#### **QUALIFICATIONS, EXPERIENCE AND PERSON SPECIFICATIONS**

- Qualified accountant (ACA, ACCA)
- Minimum of two years post-qualification experience in external audit or internal audit.
- Experience in a similar position at a grantmaking organization, with good understanding of the financial aspects of grantmaking.
- Experience of conducting financial or fiduciary risk assessment, due diligence or audits.
- Some experience in an international context.
- Ability to work as a team player in a cross functional setting and challenging environment.
- Ability to deliver within high quality standards and tight deadlines and with strong attention to detail.
- Effective written and verbal communication skills and ability to communicate with a range of internal and external stakeholders.
- Excellent organisational skills, with the capability to work effectively on multiple tasks simultaneously and meet deadlines.
- Intermediate/advanced Excel skills.
- High level of integrity and commitment to professional responsibilities.
- Commitment and passion for the mission of the Elton John AIDS Foundation.

#### **HOW TO APPLY**

To apply, please submit a cover letter and CV. In your cover letter, we would like to know why you are interested in working with us at the Elton John AIDS Foundation. It is also helpful to tell us why you think you are a great candidate for this role. Cover letters should be no longer than one page.

Candidates will be selected for interview to proceed through the recruitment process. All inquiries will be held in confidence.

EJAF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.

**EJAF VALUES**

**COURAGE:** Courageous in our action. Bold in our words. Relentless in our mission.

**CREATIVITY:** Empowered to innovate. Open to new ideas. Always learning.

**CONNECTION:** Collaborating to make a difference. Committed to inclusion. Giving people a voice.

**CARE:** Driven by our mission. Creating a world free from AIDS. Leaving no-one behind.