

Job description

Francophone Fiduciary Risk Officer – International Development

UK (Bath/London), Cyprus (Nicosia), Kenya (Nairobi)

Company overview

Our mission is to work for an equitable, inclusive and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Cyprus, Kenya, and Bangladesh, we have a portfolio of international development programmes as well as fund management responsibilities.

Our Fund Management practice area works on the management of UK Aid Match (funded by FCDO), the AmplifyChange Fund, the GSMA Innovation Fund, and the Gavi CSO fund. Our services cover the full funding round cycle from fund design and strategy to project closure. We invite proposals for critical initiatives and, following a rigorous and transparent selection process, we award grants for the strongest projects. We provide personal, tailored capacity building support for grantees along the way and are well known for our collaborative approach.

Job context

MannionDaniels wishes to strengthen its Fiduciary Risk Team with the recruitment of a Francophone Fiduciary Risk Officer (FRO) to work between two of our funds:

- Gavi CSO Fund
- AmplifyChange Fund

The Fiduciary Risk Team works on the financial management of the funds and the grants. The team is responsible for ensuring that funds under our management reach beneficiaries and are used for their intended purpose. In doing this, the team carries out due diligence assessments on all prospective grantees, analyses the financial reporting and forecasts of grant holders, and works to prevent and investigate fraud across the portfolio.

This is a very rewarding role where the successful candidate will work closely with both the grant management team in MannionDaniels as well as the grant holders themselves. The role will provide support to a Fiduciary Risk Manager and will be responsible for leading on the financial management of a portfolio of grants. The position includes the opportunity for travel to visit grant holders and beneficiaries.

We are looking to strengthen the management of our francophone portfolio, and as such French language skills are an essential requirement.

Principal accountabilities

1. Carry out regular financial management checks on grant holders through assessment of financial reports and verification of expenditure claims.

2. Complete assessment of new grant applicants, including carrying out due diligence and financial management assessments and writing up the findings. These follow MannionDaniels' standard methodology.
3. Carry out desk-based or on-site expenditure verification of grants to ensure adherence to agreed standards and identify instances of fraud.
4. Provide technical support for the grant management teams, acting as the expert point of contact for all financial management related issues arising on assigned grants, for example to ensure budget templates and financial reporting processes are understood and adhered to.
5. Providing technical guidance to the grant holders directly, thereby supporting them to strengthen their financial management capacity.
6. *If the candidate is interested in travel* - carry out site visits when necessary to perform the duties of the position.

Person specification

Essential

- Qualified to degree level or higher.
- Fluency in written and spoken French language.
- Experience of working in a financial/fiduciary role with proven experience in financial management or audit or similar.
- Strong written communication skills.
- IT skills inclusive of MS Office and in particular Excel at a high level.
- Understanding of, and sensitivity towards, the work of our grant holders.
- Proven ability to operate in a team environment liaising with diverse teams.
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.

Desirable

- Accountancy qualifications.
- Experience working with grants, or in the charitable sector.
- International development experience.

Reporting and organisation

The position will be based at one of MannionDaniels offices UK (Bath or London), Cyprus (Nicosia), Kenya (Nairobi). This is a full-time position and requests for flexible working arrangements and hybrid working will be considered.

Some national and international travel will be offered but is not required.

To apply

Please send your CV and a covering letter to careers@manniondaniels.com no later than the close of business on Tuesday, 2 April 2024. Please use the job title in the subject line.

MannionDaniels reserves the right to conduct early interviews for the right candidates.

All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.



MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.