



Job Description

SPANANA (The Society for the Protection of Animals Abroad) is the global charity for the working animals of the world. Since our foundation in 1923, we have worked where they work, to support the welfare of working animals, including horses, donkeys, mules, oxen, dogs and camels. Find out more at www.spana.org

Vision Our vision is a world where every working animal lives a healthy and valued life.

Mission Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Job title:	GRANT AND COMPLIANCE MANAGER
Reports to:	Head of Global Operations
Location:	Hybrid working: Based in London office or remote working. If remote working, London office or other venue to be visited for meetings and events normally once or twice a month.
Terms:	Permanent, full time contract; 34.5 hours a week
Salary	c £45,000 per annum subject to skills and experience
Benefits	<ul style="list-style-type: none">• 26 days annual leave, plus bank holidays; further leave accrues after two years of service to a maximum of 30 days.• Generous Company pension scheme with SPANA paying 10% of salary if employee contributes 5%.• Health Care Cash Plan with Medicash, including access to virtual GP appointments.• Enhanced Employee Assistance Programme.• Group income protection scheme• Volunteer day programme• Access to financial advisor

Purpose of the role

This role is crucial in ensuring:

- The effective financial management of grants to Grantee Partners (GPs) ensuring GPs maintain compliance with funding requirements and due diligence assessments are undertaken on prospective GPs.

- The development of tools and processes to support GPs and SPANA teams with the management and reporting of grants and the building of capacity for long term growth.
- SPANA adheres to financial and regulatory obligations, minimises risk and is in a strong position for future funding opportunities.

Key responsibilities

Grants Management

- Work with the Global Programmes Team to review and approve budgets for projects submitted by GPs.
- Monitor and improve grant sign off and payment processes and the expenditures and ensure alignment with approved budgets and due processes.
- Prepare and submit timely financial and narrative reports for Directors and Trustees together with Global Programmes department.
- Ensure that grants are well-administered and that partner organisations are fully informed of relevant compliance regulations and internal procedures.
- Develop and maintain a comprehensive information management system to ensure all grant-related documents, reports, and communications are properly filed and easily accessible by approved users and available for audit.
- Proactively identify compliance risks throughout the grant portfolio and advise on necessary actions to mitigate these risks.

Compliance

- Ensure adherence by Grantee Partners to grant regulations, contractual obligations, and internal policies.
- Act as first point of contact for all financial and compliance issues for the Grantee partners.
- Conduct regular compliance audits and risk assessments on the grants sent to Grantee Partners.
- Provide guidance on compliance issues to senior management.
- Where appropriate, conduct on site monitoring visits with our Grantee Partners or participate in in-country meetings as SPANAs compliance representative.
- Identify and address potential risks or compliance issues proactively.

Financial Oversight.

- Implement robust financial tracking systems to monitor grant expenditures.
- Support the Head of Global Operations with financial eligibility criteria checks on prospective GPs.
- Ensure proper allocation of funds according to approved budgets.
- Conduct regular reconciliations of financial records against actual expenditures and budgeted workplans.
- Review financial reports for accuracy and compliance with grant requirements.
- Establish and maintain strong internal control systems.
- Implement separation of duties for handling grant funds.

- Set up clear approval and authorisation processes for grant expenditures.
- Assist in budget preparation and forecasting for grant proposals.
- Carry out quarterly expenditure verification of grants to ensure adherence to agreed standards and identify and act on instances of fraud.

Capacity Building

- Train staff on grant management and compliance best practices.
- Provide technical support for the Global Programmes team, acting as the first point of contact for all financial management related issues arising on assigned grants, particularly ensuring budget templates and financial reporting processes are understood and adhered to.
- Develop and manage a Grant Management policy as well as tools and processes to ensure cohesive grant management and reporting across the organisation.
- Collaborate with international teams to strengthen local grant management capacity.

General

- Keep up to date with relevant laws, policies, and guidelines governing grant management.
- Attend meetings in London, other parts of the UK and internationally as required.
- Contribute to the further development of our business processes and grants compliance systems by sharing feedback and suggestions with relevant colleagues.
- Perform periodic evaluations of grant management processes and procedures.
- Maintain positive and constructive communication channels with project teams and senior management.

In addition, undertake any other duty or responsibility that may reasonably be allocated by management. It is a requirement of the company that all staff work in a flexible manner compatible with their jobs and in line with the company objectives and values. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

Person Specification

Knowledge and Education

- Bachelor's degree or equivalent in business administration, finance, or related field or substantial prior experience in a related role.
- Strong up to date knowledge of UK and international funding regulations and compliance requirements.

Experience and skills

- Demonstrable professional experience in grant management, compliance, financial reporting and due diligence, preferably in the international non-profit sector.
- Experience as a trainer for colleagues and international GPs in grant and financial management.
- Excellent proven financial analytical and problem-solving skills underpinned by commercial acumen.
- At least intermediate proficiency in grant management software and financial systems.
- Ability to work effectively in a multicultural environment and undertake international travel where necessary.
- Advanced IT skills in MS Office, Excel.
- Support for the values, vision and mission of SPANA.
- Demonstrable interest in working animal welfare and international development.
- Willingness and ability to adhere to SPANA's policies on safeguarding, harassment free workplaces, risk assessment, security, hybrid and flexible working and other employment policies.

Personal attributes

- Excellent interpersonal and written and verbal communication skills.
- Ability to effectively manage a varied workload, prioritise tasks and meet deadlines in a fast-paced working environment.
- Proven ability to work as an effective member of a team, liaising with diverse remote teams.
- Self-starter with proactive and problem-solving approach.
- Ability to work independently and take responsibility for own areas of work.
- A conscientious, positive and friendly team player.
- Resilience, determination and a focus on outcomes.
- Completely confidential, trustworthy and with a high level of integrity.

Desirable

- Master's degree in a relevant field.
- Accounting or auditing qualification.
- Experience with major institutional donors (e.g., FCDO, EU, USAID).
- Knowledge of charity law and regulations in the UK.
- Experience of working in Africa, South Asia and/or the MENA region.
- Fluency in French, Arabic or other relevant languages.

TO APPLY

Send a CV and cover letter/email (no more than two pages) to:

Sarah Robson: sarah@sarahrobson.co.uk of Sarah Robson Associates, independent HR consultancy assisting with this recruitment for SPANA.

Please contact Sarah if you have any questions about the role before applying.

Deadline: **xxxxx**

All applications will be acknowledged. To avoid disappointment, you are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if sufficient suitable applications are received and to hold interviews before the closing date. Unfortunately once a vacancy has closed, we are unable to consider further applications.

Applications without a cover letter/email explaining how you meet the requirements for the role will not be considered.