

## **Job description**

### **Fiduciary Risk Officer – International Development (12 month fixed-term contract with possibility of extension)**

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 Nigeria, we have a portfolio of international development programmes as well as fund management responsibilities. We are the Fund Manager for UK Aid Direct and UK Aid Match – The Foreign, Commonwealth and Development Office (FCDO) central funding mechanisms for awarding grants to small and medium sized UK and international civil society organisations, working to reduce poverty overseas and achieve the Sustainable Development Goals.

#### **Job context**

MannionDaniels wishes to strengthen its Fiduciary Risk Team with the recruitment of a Fiduciary Risk Officer (FRO) to work primarily on UK Aid Direct.

The Fiduciary Risk Team works on the financial management of the funds and the grants. The team ensures that funds reach beneficiaries and are used for their intended purpose. In doing this the team completes due diligence on prospective grantees, analyses the financial reporting and forecasts of grant holders, and works to prevent and investigate fraud across the portfolio.

The successful candidate will work closely with the grant management team of UK Aid Match, 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 number of grants.

#### **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. Carry out desk-based or on-site fraud investigations when required.
5. 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.
6. Providing technical guidance to the grant holders directly, thereby supporting them to strengthen their financial management capacity.

7. Carry out site visits (in Kenya or internationally) when necessary to perform the duties of the position.

## Person specification

### Essential

- Qualified to degree level or higher in a field related to finance.
- 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 to, 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.
- Fluency in written and spoken French language

## Reporting and organisation

This is a fixed term contract. The position is based in Nairobi and reports to a Fiduciary Risk Manager. Some national and international travel will be offered but is not required. This is a full-time position and requests for flexible working arrangements will be considered

## Salary and package

Starting salary range:	KES 3,730,000 - 3,830,000 (depending on experience)
Holiday:	25 days per annum + public holidays
Pension:	6% employer contribution based on 6% minimum employee contribution after successful completion of probationary period
Medical Cover:	Provided as per company limits

## To apply

Please send your CV and a covering letter to [careers@manniondaniels.com](mailto:careers@manniondaniels.com) no later than the close of business on **Friday, 16 September 2022**. Please use the job title in the subject line.

MannionDaniels Africa 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.***