

Job description

Deputy Head – Public Financial Management & Fiduciary Risk

Bath or London

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

This role falls within the public financial management and fiduciary risk practice area, however it will also have strong links to the fund management practice.

Our fiduciary risk team seeks to ensure that the international aid funds that we manage are used for their intended purposes, achieve value for money and are properly accounted for. We are a cross-cutting team and work across all 4 of the funds under MannionDaniels' management: UK Aid Direct, UK Aid Match, AmplifyChange, and the GSMA Innovation Fund. The team is responsible for providing 3 main components of the fund management process: completion due diligence on prospective grantees, supporting the budgeting, financial reporting, and forecasts of grant holders, and working to prevent and investigate fraud across the portfolio.

In addition to fund management responsibilities, it is envisioned that this role will support the business development process of both fund management, and public financial management teams. There will be the opportunity to work on consultancy assignments as they arise.

The Deputy Head role is an SMT-level position. The successful applicant will provide leadership and oversight across all of MannionDaniels' fund portfolio to implement the fiduciary risk management strategy. The position is supported by 3 Fiduciary Risk Managers, and 5 Fiduciary Risk Officers, plus a flexible pool of external consultants.

The post includes the opportunity for international travel.

Principal accountabilities

1. Work across the fiduciary risk team to manage the implementation of the fiduciary risk strategy across the funds and to identify areas of process improvement.
2. Lead on the delivery of all fiduciary risk activities under MannionDaniels portfolio of funds, including:
 - a. Manage the resourcing and planning and delivery of pre-grant due diligence assessments.
 - b. Lead on the completion of regular financial management checks on grant holders including verification of claims made by grant holders against budgeted workplans, assessment of annual financial reports and regular

- reporting on status of ongoing activity to the donor and to the fund managers.
- c. Complete verifications of financial claims including the implementation of an audit programme and investigation of and case management of fraud.
 - d. Provide technical support for Fiduciary Risk Officers and Fiduciary Risk Managers and externally sourced sub-contractors and consultants by acting as the expert point of contact for all financial and fiduciary risk related issues arising on grants.
3. Support both the Public Financial Management practice and the Fund Management practice. Work undertaken may include
- a. New business development in the areas of fund management, public financial management consultancy, and fiduciary risk. Work undertaken may include developing any existing and potential relationships and networks, scoping new opportunities or responding to advertised calls for proposals.
 - b. In some cases opportunities may arise for taking a role on new consultancy projects with the agreement of all parties.
4. Provide effective line management to a team of staff, including recruitment, development and performance management as appropriate, to ensure high levels of productivity and engagement.
1. Represent the practice area within the senior management team. Support the policy development, standard-setting, and strategic management of the practice area.

Person specification

Essential

- Minimum 10 years' experience of working in a financial/fiduciary role with proven experience in some aspect of risk management, due diligence, or financial reporting
- Experience of managing people and sub-contractors in professional services environment (i.e. audit team leader, practice manager)
- Experience in planning, procuring and managing resources
- Essential IT skills inclusive of MS Office and in particular Excel at a high level
- Understanding of and sensitivity to the work of our grantees
- Ability to work flexibly and to undertake international travel
- 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
- Experience of using own initiative, with a proactive and problem-solving attitude
- Experience working with a diverse group of stakeholders

Desirable

- Qualified accountant
- Experience working within a CSO/NGO grant awarding mechanism
- Experience working in Public Financial Management
- Experience of working in international development consultancy
- Fluency in written and spoken French language

Reporting and organisation

This is a UK based position reporting to the Head of Public Financial Management & Fiduciary Risk. It is a permanent, full-time position. Requests for flexible working arrangements will be considered. Regular international travel is expected.

Salary and package

Starting salary range: £50,000 - £60,000 (within band 3)
Holiday: 25 days per annum + public holidays (pro-rated for part-time employees)
Pension: 8% employer contribution
Life insurance: Company life insurance scheme
Benefits: Access to a flexible benefits including salary sacrifice schemes such as cycle to work and gym membership as well as retail discounts

How to apply:

If you would like to be considered for this role, please send your CV and a covering letter to careers@manniondaniels.com by noon on Friday, 17 February 2023.

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.