

## ARTICLE 19

### JOB DESCRIPTION

#### Contract Compliance Officer

<b>Responsible to:</b>	Senior Operations Director
<b>Key relationship:</b>	Financial Accountant, Other Senior Directors, Regional and Country Office Managers
<b>Starting Salary:</b>	£25913 per annum
<b>Working hours:</b>	37.5 hours
<b>Contract:</b>	Full time, 1 year contract - renewable
<b>Location:</b>	London

#### Main Purpose of Job

The Contract Compliance Officer will provide efficient and effective contract compliance support to A19's operational and programme staff in London and Regional Offices, ensuring that narrative and financial reports are prepared according to donor requirements, that projects are properly budgeted for and reported on, that funds are called forward and transferred in timely fashion, and that contractual requirements are met. The Contract Compliance Officer assists operations and programme staff to monitor performance and ensure maximum utilisation of funds available and the avoidance or disallowed costs and under spends. The Contract Compliance Officer should ensure that ARTICLE 19 fully adheres to internal quality standards and that the requirements in our various grant contracts and projects are met.

The Contract Compliance Officer maintains up to date understanding of donor reporting requirements formats and regulations and provides updates on this for London and Regional staff.

#### Key responsibilities

##### General Responsibilities

- To keep up to date on donor reporting requirements and communicate changes to programme staff/regional/country offices as appropriate
- Monitoring of grant contracts and ensuring full compliance with donor requirements. This includes building positive relations with donors and programme staff; to ensure that accurate and timely reports are submitted
- To keep and maintain good relationships with key contacts and support London and regional staff in the liaison with donors on specific financial, contractual and reporting issues

## **Grants Contract Management**

- As needed, assisting the finance and programme staff in the development of budgets, contract negotiations, review of contracts and contract reporting/analysis
- Reviewing project budgets, incorporating A19 central costs and ensuring presentation in donor format and that they meet donor requirements
- Ensuring correct sign off is obtained prior to submission of proposals or acceptance of contracts and providing all supporting documentation needed.
- Maintaining effective records of all A19 grant activity (current projects, applications, donors, reporting timeframes and transfer schedules) via a regularly updated database
- Supporting the Senior Operations Director in drawing up Memorandum of Understanding, agreeing internal roles and responsibilities for each contract, defining responsibilities for monitoring, reporting, donor liaison, compliance, financial management, evaluation and audit process
- Ensuring that all contract information is accurate, appropriately filed, current and available to all who use it
- Making operational and programmatic staff aware of contract requirements and monitor compliance
- Closely working with A19's communications and programme teams to ensure that donor visibility requirements are met.
- Ensuring that donor funds are called forward and that regional/national office fund requests are made in a timely fashion
- Ensuring all financial and contract issues are properly completed at the close out of contracts

## **Management Information Systems and Tools**

- Ensuring systems are in place to gather all information required to meet internal and external contract conditions and coordinate regularly with relevant regional/country offices in relation to grant contracts, ensuring that information flow is timely and appropriate actions are taken as needed
- Reviewing and obtaining contract amendments in liaison with the regional/thematic lead person
- Assisting in the development of programme financial, implementation, monitoring and evaluation tools and support A19 programme staff in their effective use.
- Ensuring that information systems interface effectively with finance, operations and other central services

## **Project reviews and Audits**

- Assisting in the preparation of external project reviews and project audits, responding to queries and to advise managers at all levels on appropriate steps to take to achieve compliance and meet agreed standards
- Regularly updating Senior operations Director to ensure that all issues of non-compliance are raised with the relevant senior manager

## **Administration**

- Establishing and maintaining electronic and hard copy files for each project

- Keeping submission, contract and reporting details for each project on the database

### The overall work of A19

- To participate in wider organisational planning and review work and undertake follow up tasks as directed
- As required, feed into A19's discussions; participate in team meetings and other internal and external organisational and decision making groups
- Take part in organisation-wide projects as directed by senior management
- To represent A19 in external events, as agreed
- Other tasks that may be from time to time requested by senior management

### Person Specification

	<b>CRITERIA</b>
<b>Experience</b>	<p>Good understanding of monitoring and managing donor contracts preferably at an international level</p> <p>Demonstrated experience of managing projects and project accounting processes. involving more than one partner to strict funding criteria and on the ground outcomes</p> <p>Significant experience of budgeting, monitoring expenditure, preparing financial reports, reconciling project accounts</p>
<b>Skills and Abilities</b>	<p>Self motivated and able to work alone, whilst also good as working as part of a team</p> <p>Able to manage large portfolio/heavy workload and to deal with competing demand from various quarters</p> <p>Verbal communications and inter-personal skills including the ability to communicate clearly and assertively with a wide range of people from different cultures</p> <p>Able to communicate technical issues to non technical colleagues.</p> <p>High level of competency with spreadsheets, database and accountancy based IT</p> <p>Good analytical skills and ability to deal with large quantities of financial data</p> <p>Influencing and negotiation skills including the ability to represent A19 at external meetings</p> <p>Writing, reporting and editing skills including the ability to present information in a coherent manner</p> <p>Work as part of a multi-national team and to manage and</p>

	develop relationships both internally and externally
<b>Knowledge</b>	Knowledge of international donor funding environment, including reporting requirements, trends, procedures and priorities
<b>Education/Training</b>	Educated to Degree Level  Financial and/or project management qualification an advantage (or equivalent through experience gained in a similar role)
<b>Other Requirements</b>	Strong commitment to the aims and objectives of A19  Strong desire to contribute to the effectiveness of the organisation in project management  Fluency in Spanish, French or Portuguese and advantage  Must have or be able to attain a UK work permit  Willingness to travel