

Contract duration : **Fixed Term Contract (Period January 2023 ending March 2025)**

Closing date for applications : 14 December 2022

Remuneration : Market related

Location : **EAST LONDON**

1X SENIOR COMPLIANCE OFFICER – GRANT MANAGEMENT

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), Free State (FS), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 19 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others.

Beyond Zero is one of the four nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant.

Purpose of the role

Senior Compliance Officer oversees all critical aspects of the grant cycle from pre-award to post-award; develops cost proposal packages for negotiations with sub-recipients; cost negotiations with clients both as a prime contractor and as a subcontractor, and any other submissions as required by the program teams. The role is also responsible for management of contracting activities in support of Beyond Zero, specifically the administration of activities associated with successful performance of designated contracts and grants agreements

Duties and Responsibilities:

1. Grant and Compliance Management

- Monitors and coordinates all phases of grants and restricted contributions from award through close-out, including grants administration, compliance, reporting, and compliance with approved budgets, contract terms, and legal or regulatory requirements.
- Ensures grants and contract budgets align with institutional budgets and forecasts.
- Works with finance team and program staff to ensure that key processes and systems are in place to manage grant risk assessments, donor financial compliance, and reporting management processes.
- Oversight on expenditure of SRs to ensure that they are in accordance with the approved budget and work plan and in full compliance with the SOPs and Finance Manual
- Ensure that all transactions are supported by original Documentation.
- Quality review of the payment processed to minimize audit and LFA findings.
- Conduct periodically cash count and surprise cash count.
- Reviews all proposed grants budgets prior to submission to ensure consistency with proposal requirements; accuracy in the calculation of salaries, direct and indirect expenses; compliance with established regulations; and makes recommendations to program staff for revisions when appropriate.
- Alerts program staff to any required reports to public funders and assists with development and submission.
- Coordinates with management to ensure compliance with due dates for submission of budget, technical and programmatic reports to Global Fund.



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- Reads all proposed sub-contract and sub-grant agreements and applications to ensure compliance with terms of contract and grant agreements between BZ and GF. Actively monitors sub-recipients and serves as liaison between program teams and finance team for grant operational matters.
- Coordinate generation of Performance Letters to SRs and track progress by each SR in resolving Management Actions. Budget Management and Reporting
- Engages with relevant staff to monitor personnel salary and benefit data for the purpose of identifying discrepancies, resolving problems and/or issues, and ensuring that expenditures are in line with budget limits.
- Under the supervision of the Chief Risk Officer, works with managers and other members of the Finance team to streamline internal financial reports and reporting processes to deliver more efficient, more effective, and more useful reports and analysis.
- With guidance from the Chief Risk Officer, collaborates with program staff in development of comprehensive annual program budget. • Ensures compliance with current program budgets and spending policies, and proposes improved policies and systems regarding spending guidelines, cost savings, cost allocation, and annual planning.
- Engages with program staff across the organization to monitor and revise program budgets throughout the year and life of the GF project.
- Ensure accurate and timely preparation and submission of periodic financial reports, including Monthly, Quarterly Financial Reports (QFR), Progress Update and Disbursement Request (PUDR), etc.
- Coordinate monthly submission of grant management reports.

2. Capacity Building:

- Take initiative to identify weaknesses, challenges, legitimate solutions to simplify the process, design financial control tools, provide feedback, share best practice in accounting, financial management/reporting through on going capacity building exercises to the national program.
- Strengthen the capacity of SRs on financial management by identifying training needs, develop training programs and materials, provide guidance, and conduct specific training sessions to SRs on audit processes, common findings in conjunction with the Grants Management Specialist and the guidance of the Chief Risk Officer.
- Undertaking assessments of financial systems, risks, and performance of SRs by carrying out analytical work and assisting with capacity building and providing support on all aspects of financial management including relevance project management.
- Synthesis of lessons learnt and best practices and sharing with SRs Audit:
- Coordinate storage/filing of grant documents, reports and other supporting documentation for annual audits and LFA reviews.
- Works with members of finance and programmes teams during annual audit to ensure that relevant information is transmitted to the auditors in a timely manner.
- Assist the CRO is implementing audit remedial actions recommended by Local Fund Agent, Auditors and the GF and coordinate with annual external audit and follow-up on audit recommendations. Other:
- Perform other relevant duties as required by the Chief Risk Officer and the Global Fund.
- Submit periodic report (monthly) management reports of grants management activities within PMU to the Chief Risk Officer.

3. Leadership:

- Facilitate, coordinate, lead and report the compliance and risk activities that are performed by the compliance officers.

Minimum Qualifications and Experience include:

- Bachelor's degree in Finance, Economics, Accounting, or a relevant reputable professional qualification such as ACCA, CIMA 8+ years' experience with financial and grant management, budgeting, and reconciliation.
- Completed audit articles
- Master's degree in Business Administration, Management, Finance, or related field preferred.
- At least five (5) years demonstrable knowledge of non-profit grants and compliance management working with and interpreting Global Fund rules and regulations.
- Experience in a financial-grants management role at an organization that works nationally-internationally and that receives revenue from different constituents such as Global Fund or PEPFAR.
- Excellent written and oral communication skills.
- Experience with audits of development aid programmes or the projects funded by international donors and institution is required.
- Knowledge of Global Fund Audits or LFA reviews and Global Fund reporting especially Programme Update Disbursement Report (PU DR) a must.
- Experience in the use of Sage Evolution accounting software is desirable.
- Behavioural competencies should include the ability to identify patterns or connections between situations that are not obviously related, using conceptual or inductive reasoning.
- Ability to manage multiple projects simultaneously and meet time sensitive deadlines. Show a systematic effort to obtain needed data or feedback; and link long-range visions and concepts to daily work, ranging from simple understanding to an awareness of the impact at large on strategies and on choices.
- Up to date knowledge and understanding of the Global Fund requirements, as well as experience in forecasting, negotiating, implementing the indirect cost rate (ICR) to ensure full cost recovery throughout the organization.

Skills

- Financial and compliance auditing (5 years)
- Grants and Financial Management (5 years)
- Donor Financial reporting (3 years)
- Development of Finance Tools (3 years)
- Facilitation in capacity-building workshops (2 years)
- Project Management (5)
- Development Sector experience under GFTAM or USAID projects.
- Certificate Project Management Qualification such as PMP desirable.
- Fluency in written and oral English is required. Excellent report writing, presentation and communication skills in English a must! Knowledge of other local languages.
- Mature emotional intelligence
- Communication skills (both written and verbal)
- Must be strong on routine, self-disciplined, and self-motivated
- Must be always open and honest, upfront, proactive, able to apply one's mind
- Must be able to handle pressure
- Strong numerical Skills
- Excellent organizational and administrative skills
- Strong analytical Skills
- Accuracy
- Attention to detail and high level of confidentiality



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To Apply: Cover letters clearly stating the Position being applied for and preferred region/location as mentioned on the adverts, CVs, and copies of qualifications must be forwarded to gfrecruitment@beyondzero.org.za

NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and any future correspondence from BZ thereof will be limited to shortlisted applicants only.

Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and reserves the right not to fill any of the listed Positions.

None South African Citizens and non-South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa. Beyond Zero is an equal opportunity employer.

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process

