



## Grant & Partners Finance Officer

ዝወጸሉ መዓልቲ: ሰሉስ ጳጉሜን 5, 2005 (ልዕሊ 12 ዓመታት)  
ዝዕጸወሉ መዓልቲ: ሓሙስ ጥቅምቲ 21, 2006 06:00 ደ/ሰዓት (ሓሊፉ)  
ናይ ጨረታ መድሓዚ ዋጋ:0  
ቦታ:መቐለ  
ናይ ደኩመንት ዋጋ:0  
ጨረታ ዝክፈተሉ መዓልቲን ሰዓትን: ሰሉስ 5, 2005 06:00 ደ/ሰዓት  
መደብ:

## Typical Responsibilities

- Identify proactively the policies, procedures, and compliance issues related to each grants and communicate to partners and other relevant staffs.
- Provide the necessary prior training to partner finance staff on all acquired grants they are implementing on regular basis to assure full compliance.
- Review all grant partnership agreements are inclusive in all compliance terms including their reporting templates.
- Review Partnership advance as per previously agreed terms and conditions/Partnership agreements.
- Follow all partnership advances on age basis and alarm partners and responsible coordinators for timely liquidation.
- Prepare all grant reports as per the donor agreements and submit the same to Program Area Finance coordinator for further review.
- Keep all grant documents, budgets, expenditures, reports, Fixed asset registers, advance histories separately for future utilization both in hard copy and soft copy.
- Identify grants that have allowable administration cost and update the program area finance officer to recover the same.
- Attend Grant management meetings and update the Program Area finance coordinator for all challenges needs to be addressed/supported.