



OUR CLIENT

Our client is a development organisation in the financial services sector working to promote financial inclusion in Nigeria. It seeks to facilitate an all-inclusive and growth-promoting financial system. The organisation is funded by the UK Government's Department for International Development and the Bill & Melinda Gates Foundation.

The organisation is well renowned within Nigeria's financial sector for providing thought leadership in financial inclusion and championing the unbanked. Through funding and catalyzing innovation, providing cutting-edge research, advocating for enabling inclusive policies and building capacity, it has built a reputation as an "honest broker" amongst both the private and public sectors. Data from some of their surveys was a key source of information in the development of the National Financial Inclusion Strategy; and is also widely used by a diverse range of stakeholders, including regulators, as a benchmark for financial inclusion in Nigeria. Furthermore, financial services providers use their research to develop a range of relevant financial products through gaining insights and understanding of consumers' needs.

The organisation is seeking to appoint dynamic, strategic, and committed individuals to newly defined roles to build on its current achievements and accelerate the impact of financial inclusion in Nigeria.

BACKGROUND

To further achieve the aforementioned objective, our client has identified the urgent need to recruit a competent and suitably qualified individual to fill the position of **Grants Administrator**. This is a rapidly growing organization with considerable influence in the financial sector.

ROLE PROFILE

The Grants Administrator will assist the Grants Manager to deepen financial inclusion in Nigeria by supporting the management and performance monitoring for all grants awarded by the organization. The Grants Administrator will implement consistent and effective processes for grants administration, actively supporting the grants lifecycle from initial proposal review through the conclusion and assessment of completed grants.

Reports to Grants Manager

Location Lagos, Nigeria

Job Description

The successful applicant must have excellent project management skills, with the ability to take on multiple responsibilities and execute multiple tasks simultaneously. He or she will be results driven and committed to high standards of performance. He or she will be adaptable, creative, and accustomed to delivering results in a dynamic, fast-paced and fluid working environment.

Responsibilities

The role will include, but not be limited to, the following responsibilities and accountabilities:

i. Grant Management

- Work with the Grants Manager to ensure that the overall grant submission and approval process is efficient
- Monitor the Innovation Fund mailbox for new grant proposals. Regularly update the Grants Manager regarding status of all grant proposals to ensure that the organization responds within the stipulated timelines
- Assist the Grants Manager, when requested, in the initial evaluation of grant proposals
- Assist the Grants Manager to ensure that all required pre-grant documentation is obtained and maintained properly to enable the organization's Innovation Fund Committee members to review and approve grant recommendations without difficulties
- Contribute to maintaining an effective project management process for all the organization grants
- Actively monitor the progress of all grantees vis-à-vis contractual milestones and grant commitments. Perform the first quality check on the progress monitoring reports delivered by the grantees

ii. Grants Financial Management

- Assist the Grants Manager to ensure grant payments are made in a timely manner and in line with their disbursement schedule
- Ensure that all relevant documentation has been received before the funds are disbursed
- Liaise with the finance department to ensure grant payments are made and any potential refunds are received in a timely manner
- In conjunction with the Grants Manager, arrange for audits to be conducted for grantees

iii. Grantee Relationship Management

- Maintain regular contact with all grantees. In conjunction with the Grants Manager, conduct at least one site visit per quarter for each grantee
- Arrange interaction/feedback sessions for grantees, as requested. Document all action points arising from these sessions and ensure that they are adequately addressed
- Recommend potential solutions to the Grants Manager where it is observed that grantees are having challenges meeting their agreed milestones
- Organize networking functions for grantees on an annual basis, or as directed by the Grants Manager

iv. Reporting

- Ensure that all project monitoring reports are received within the timelines specified in the grant agreement
- Produce a first draft of quarterly and/or monthly reports that provide a dashboard of the progress of key performance indicators of all existing grants, for the Grants Manager's review
- Assist the Grants Manager to prepare project monitoring reports and project completion reports

- Support the Grants Manager in planning and managing impact assessments for all Innovation Grants
- In conjunction with the Grants Manager, ensure that information on the grants that the organization has awarded is widely disseminated through all relevant communication channels

v. *Additional Responsibilities*

- Take responsibility for own continuous professional development by proactively identifying and participating in formal/informal learning opportunities
- Contribute input to quarterly reports and provide other status reporting as requested by the Grants Manager
- Perform any other duties as may be assigned by the Grants Manager.

Competency / Skill Requirements

Skills

- Strong project management, time management and planning skills
- Ability to meet tight deadlines in a fast-paced environment
- Excellent organisational skills and able to handle multiple projects
- Works well independently and as part of a team
- Project monitoring skills
- Good understanding of financial information
- Good presentation skills
- Very high level of attention to detail and accuracy
- Very strong verbal and written communications skills
- Highly numerate
- Advanced level competency in the Microsoft Office Suite, especially Word, PowerPoint and Excel
- Fluency in other languages desirable

Personal Qualities

- Commitment to the financial inclusion agenda
- Self-starter with the ability to work independently
- Enterprising attitude that is quick to search out alternative solutions to needs or problems
- Discreet and respects confidentiality
- Energetic, proactive approach to work
- High levels of initiative
- Committed to delivering high quality results, with cost-effective use of resources
- Can-do approach
- Driven and a self-starter
- Exhibits helpful behaviour beyond strict job requirements
- Works well under pressure and meets deadlines
- Multi-tasks effectively



- Integrity and high personal ethical standards
- Innovative
- Confident
- Resilient and able to work well under pressure

Qualification / Experience

Essential

- A Bachelors' degree in Economics, Finance, Banking, Law, Business Administration, or any other related discipline
- Minimum of four years of experience in a grants administration, program development, public administration or related role
- Experience successfully managing projects to meet deadlines and quality standards
- Relationship management experience with the ability to engage with a diverse range of stakeholders
- Knowledge of audit requirements, budgeting, principles and procedures of grant administration
- Proven ability to produce concise and well-structured reports and presentations
- Experience reviewing contracts and agreements

Desirable

- Some experience evaluating proposals
- A good understanding of Financial Inclusion and the Nigerian financial sector

Employment with the organisation offers an exceptional and challenging opportunity for the right candidate. You will be offered an attractive compensation and benefits package.

To indicate your interest, please mail your updated resume to hello@talentstoneafrica.com