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| JD TEMPLATE VERSION | July 2021 |
| JD LAST REVIEWED ON | July 2021 |

PMF Template 1.2.1

Job Description

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| Job Title | **Funding Management Officer** | | Reports To | **Funding Management Team Leader** | Job Level | **Level 5** | Location | **Thapathali, Kathmandu** |
| Objective of the job  The job holder will …..in order to….. | | The job holder will be responsible for communication, co-ordination and organisation of funding related information in order to attract the funding required to enable UMN to fulfill its strategy. | | | | | | |

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| Areas of Responsibility | Decision Making | Qualification & Experience |
| * Contribute to establishing and maintaining a good relationship with existing and potential donors * Ensure quality, compliance and consistency in the documents sent to financial partners such as proposal/report, budget/financial report, logframe, gantt chart, etc. * Be responsible in preparing skeleton budget and final budgets in donor’s template and standards for existing and new programmes by allocating required HR expenses and cost allocations for general non-technical expense heads (common costs) * Communicate with financial partners and Programme Partner Team on ongoing project proposal and reporting matters and on any potential changes on the plan and budgets * Ensure funding database/s are kept up to date and all records of proposals, contracts and reports are accessible. * Review proposal and reporting documents before they are sent to FPs * Ensure donor visits are well co-ordinated and organised and donor receivable accounts are cleared on timely basis * Keep records of gifts and donations to UMN from individual donors coming through cheques, write acknowledgements to cheque and website givers * Maintain temporary contact database of website givers, individual donors and advance givers * Maintain hard copy filing of coding, supporting documents and agreements with funding partners * Assist in other areas of FMT as required | * Decision making in those aspects of the funds management activities as allocated by the FMT Leader. * Independently manage own work priorities and schedules * Filter information and decisions that must be taken to a higher level | * Bachelors in Management or equivalent * At least 3 years experience in working in a not-for-profit organisation * Some cross cultural work experience would also be beneficial * Excellent command of written & spoken English to a level where correction of documents to be sent to financial partners can be undertaken. * Have the capability to help train and develop other staff. |
| Dimensions | Skills, Attitudes, Behaviours |
| * Within the boundaries of funding management and as determined in discussion with the FMTL from time to time * Some visits to clusters are required to enable better understanding of UMN’s work * Member of Quarterly Budget Review Committee (QBRC) | * Seeking to model all the UMN values * Strategic thinking and analytical skills * Good computer skills, particularly Excel and Moneyworks * Good financial analytical skills * Methodical organiser, able to multi-task * Active listening, communication and feedback * Willing and open to learning from each other * Conscientious, accurate, and well-organized * Able to communicate with donors and senior staff at a level and with a contribution that commands their respect * Willing to be a team player and cover other responsibilities as needed |