



TERMS OF REFERENCE

POSITION	Compliance and reporting Expert
AREA	Finance & Legal
PLACE OF WORK	OPT
SUPERVISOR	Grant Management Coordinator
MANAGEMENT RESPONSIBILITIES	NO
BUDGET HOLDER	NO
CONTRACT TYPE	Fixed term (co.co.co.) 12 months (renewable)
SALARY RANGE	Euro 38.000,00 - 42.000,00

Introduction to Save the Children Italia

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International. Save the Children International is the world's leading, independent movement for children, with 28 Member organizations operating programmes in over 120 countries around the world.

Save the Children works for:

- A world which respects and values each child
- A world which listens to children and learns
- A world where all children have hope and opportunity.

Save the Children fights for children's rights. We deliver immediate and lasting improvements to children's lives worldwide.

Emergency relief runs alongside long-term development and prevention work to help children, their families and communities to be self-sufficient. We learn from the reality of children's lives and campaign for solutions to the problems they face. We gain expertise through our projects around the world and use that knowledge to educate and advise others. The basis of our work is the United Nations Convention for the Rights of the Child (CRC).

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies. Save the Children has aggressive growth plans, in order to generate additional funding for our vital work.

Job Purpose

This position is responsible to ensure timely financial monitoring and reporting for two projects aimed at improving access to basic services and to protection of vulnerable children and other population groups in the West Bank and East Jerusalem.

The project is co-financed by the Italian Agency for Development Cooperation in Jerusalem and is implemented by Save the Children Italy in partnership with Save the Children Palestine.

This position will also support the Project Manager in preparing all the documentation to be provided to the donor and related to reporting. S/he will be responsible for ensuring that all project-related reports are accurate and delivered to the donor within the established deadlines.

Responsibilities

PROJECT MONITORING

- Together with the Project Manager, ensure proper monitoring of the two projects' financial indicators and raise alerts on potential issues and delays in project implementation.
- To liaise with Save the Children Palestine financial, administrative and procurement departments in order to ensure that project related expenditures are made as planned.
- To ensure proper financial monitoring of project activities implemented by local partners.

GRANT MANAGEMENT

- To work in cooperation with the finance, administrative and procurement departments of Save the Children Palestine and with the local partners in order to ensure proper and thorough understanding of donor requirements and procedures.
- To liaise with Save the Children Italy Grant Management team and with Save the Children Palestine on all the financial and reporting issues related to the two projects.
- To support and facilitate Save the Children Italy Grant Management team in the preparation of each budget modification and project amendments if needed.
- To be the focal point for communications with the local delegation of the Italian Ministry of Foreign Affairs for the two projects.

REPORTING

- To support the Project Manager in preparing all the documentation to be provided to ensure accurate donor reporting.
- To liaise with local partners and ensure that their financial reports and relevant supporting documents are accurate and drafted on time.
- To be responsible of preparing financial projects' reports according to the requirements of the Italian Ministry of Foreign Affairs.

OTHERS

- To be very collaborative with all other members of the team of Save the Children Palestine and Save the Children Italy.

Education, Computer and Language skills

- University degree in finance or related subject.
- Highly computer literate and confident with Outlook, Word, and Powerpoint, Excel and the Internet; and an interest in appropriate use of current information and communications technologies.
- Fluent in Italian and English

Experience and Qualification

- Three years minimum of experience in grant management, budgeting and reporting.
- Very good knowledge of reporting requirements of major institutional donors (e.g. Italian MoFA, EC, ECHO).
- Previous experience in managing projects funded by the Italian Ministry of Foreign Affairs is considered a strong asset.
- Working experience in Developing Countries would be preferable.

- Very good communication skills in order to communicating with a range of organisations/individuals partner NGOs, institutional donors, and a wide range of staff across the organisation.

Soft Skills

Accountability

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

Collaboration

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.