

JOB DESCRIPTION

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| Job title | Grants and Project Analyst | | |
| Location: | 6 Bevis Marks, London EC3A 7BA | Travel Required: | Limited travel required |
| Reporting To: | Snr Grants and Programme Manager | Position Type: | Full time |

About the role

Reporting to the Snr Grants and Programme Manager, the Grants and Project Analyst will play a key role in supporting that the day to day operations of PIDG Technical Assistance Facility (PIDG TAF) are effectively executed and that PIDG TAF achieves its strategic objectives by supporting the operational management of PIDG TAF.

Job Description

ROLE AND RESPONSIBILITIES

General responsibilities

- Responsible for facilitating the flow of information between the PIDG TAF grant recipients and the PIDG Group.
- Support the arrangement of funding instruments for each PIDG TAF programme and support in their monitoring.
- Support the Snr Grants and Programme Manager in forecasting all PIDG TAF operating costs, funding requirements and disbursement requirements.
- Support the PIDG Chief of Staff with ad-hoc projects and day-to-day operational requirements.

Grant Management

- Ensure that all PIDG TAF reporting requirements are managed and met.
- Maintain databases for PIDG TAF grants.
- Ensure that PIDG Companies comply with their obligations (including both financial and technical reporting) under their PIDG TAF grants, and that PIDG TAF complies with its obligations under its agreements with the PIDG Trust.
- Assist with the drafting and execution of PIDG TAF grant and consultancy contracts.
- Assist with the preparation of PIDG TAF programme/project progress reports.
- Assist in regular reviews of PIDG TAF database with the Development Impact team.
- Assist in the monitoring PIDG TAF projects, recommending further action if required.

Finance Management

- Monitor the cashflow of PIDG TAF bank accounts at the PIDG Trust and assist with the production of regular reports

- Allocate PIDG TAF grant commitments and PIDG TAF grant disbursements against each funding instrument and provide updates as and when required on available PIDG TAF grant funding and current PIDG TAF grant commitments
- Identifying funding shortfalls, preparing needs letter outlining commitments shortfalls and requesting disbursement of PIDG TAF Owners funds
- Review evidence submitted with disbursement requests from PIDG Companies for PIDG TAF grants and arrange disbursement from the PIDG TAF bank accounts once approved.
- Ensure that projects budgets are adhered to and grant payments made on time in consultation with the Snr Grants and Programme Manager and the PIDG Finance team.

PIDG TAF Team Support

- Support the PIDG TAF Team with administration and coordination where required.
- Initiating continuous improvement in your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

EXPERIENCE REQUIRED

- Proven experience and good understanding of managing grant-based programmes.
- Experience of developing and maintaining effective document management and information management processes.
- Educated to a degree level in a relevant subject, such as international development.
- Understanding of financial management processes, with the ability to analyse budgets, project pipelines and financial reports.
- Skilled at multitasking and prioritising, as well as working independently.

PERSONAL ATTRIBUTES

- **Integrity:** Demonstrate the highest levels of professionalism and rigour in all that they do and act with integrity even when that means walking away from something that might be to their own advantage.
- **Collaborative:** Able to build strong, lasting relationships with a diverse mix of individuals, partners and businesses and to use these to share ideas and work collectively to resolve issues.
- **Adaptive:** Able to draw on and apply previous experience and judgement to confidently shape solutions and lead teams into areas, that may be outside their current comfort zone.
- **Innovative:** Able to find creative solutions to issues as they arise and to patiently persevere and refine their approach until a resolution is found.

PIDG is an equal opportunities employer and values the diversity of all its employees, associates, owners, service providers and customers