Terms of Reference: Grants-Finance Officer, SEA DREAM

1. Role purpose

The Grants-Finance Officer is a key operational and technical position for the effective financial management of the grant portfolio within the Programme. The Grants-Finance Officer will act as the technical focal point for grant financial management, the position is responsible for reviewing grantees financial reports to ensure accuracy, completeness, and compliance with grant agreements, and organisational financial policies and procedures. Additionally, this role supports grant financial monitoring, timely processing of grant disbursements, and offering technical financial guidance to grantees to strengthen financial management practices and ensure compliance with international accounting standards.

2. Position in the SEA DREAM structure

The Grants-Finance Officer will sit within the SEA DREAM Finance function and support the Finance Lead in close collaboration with different functions across the programme to ensure effective implementation of grant financial management activities.

3. Reporting and working relationships

The Grants Finance Officer will report to the SEA DREAM Finance Lead under the overall supervision of Head of Programme. The role will work closely with all SEA DREAM Units, particularly with the Grants team, as well as the SEAMEO Secretariat finance function to ensure robust grant financial management and help maintain the integrity of all financial transactions and reporting.

4. Key responsibilities

A. Grant Financial Management

The Grants Finance Officer will:

- Manage the financial aspects of the grant portfolio with the support of Finance Lead throughout the grant lifecycle, ensuring compliance with grantee agreements and organisational financial policies.
- Review grant agreements, budgets, and financial conditions to ensure grant implementation complies with programme's financial requirements.
- Maintain accurate financial records and grant documentation to support effective grant administration and audit readiness.
- Provide financial information and analysis to support grants management, donor reporting, and management decision-making.
- Responsible for the timely processing of grant disbursements, ensuring all financial conditions and documentation requirements have been met.

B. Grant Financial Monitoring and Audits

The Grants Finance Officer will:

- Conduct ongoing financial monitoring of grants to assess financial performance in coordination with the Grants team, expenditure trends, budget utilisation, and compliance with programme requirements.
- Review financial risks, identify potential compliance issues and provide recommendations for corrective actions where necessary.
- Support financial monitoring visits, desk reviews, spot checks, and financial verification exercises, and follow up on agreed action plans.
- Support the Finance Lead and Head of Programme in ensuring a robust Grants Financial Management system, maintaining strong grants financial management tracking tools and producing periodic grants finance updates.
- Assist in preparing documentation required for internal and external audits and donor financial reviews.

C. Grant Financial Reporting and Forecast

The Grants Finance Officer will:

- Review grantees financial reports and financial forecast for accuracy, completeness, consistency, and compliance with programme requirements, grant agreements, and organisational policies.
- Verify supporting financial documentation and follow up with grantees to resolve discrepancies, omissions, or compliance issues before approval submission to programme management.
- Consolidate and analyse financial information from grantees to facilitate accurate recording in the organisation accounting system and internal management reporting.
- Support in preparation of high-quality financial reports, reconciliations for grantees' advance payments, and supporting schedules for submission to donor and management.

D. Technical Support and Capacity Strengthening

The Grants Finance Officer will:

- Under the guidance of the Finance Lead serve as the primary technical resource for grant financial management, through Grants team providing clear and constructive feedback to grantees on financial requirements, financial reporting, budgeting, cost eligibility, and financial compliance.
- Respond to financial management queries from grantees and provide practical solutions to strengthen financial management practices.
- Deliver financial orientations, training sessions, and ongoing technical support to improve grantees' financial reporting and compliance capacity. Provide capacity building where required in line with grantees' capacity building plans.
- Develop and update financial reporting templates, guidance notes, tools, and standard operating procedures to ensure consistent financial management practices.
- Contribute to the continuous improvement of grant financial management systems, and helping shape policies, procedures, and processes that promote efficiency and effectiveness of the programme.

E. Donor Compliance and Financial Due Diligence

The Grants Finance Officer will:

- Support financial due diligence assessments of prospective and existing grantees and recommend appropriate financial risk mitigation measures.
- Review financial policies, procedures, and internal controls of grantees to assess financial management capacity and compliance.
- Monitor the implementation of financial due diligence recommendations and capacity improvement plans.
- Collaborate with programme and grants colleagues to align financial reporting, grant management processes, and compliance requirements.

F. Other Responsibilities

The Grants Finance Officer will:

- Work closely with the Grants Team, and other internal departments to ensure effective grant financial management.
- Maintain confidentiality and integrity in the management of financial information and donor funds.
- Undertake any other grant financial management responsibilities assigned by the Finance Lead or Head of Programme that are consistent with the scope of the position.

5. Minimum qualifications and experience

- Bachelor's degree in in Finance, Accounting, Business Administration, or a related field is required.
- A recognized professional accounting qualification (e.g., CPA, CA, ACCA, CIMA) is strongly preferred.
- Minimum of four (4) years of progressively responsible professional experience in grant financial management and partnership coordination within an international non-governmental organisation (INGO) or a similar international development organisation.
- Skilled in providing technical guidance and delivering training on financial management practices, with experience in the context of international organisations.
- Proven ability to manage diverse stakeholders, with strong communication, coordination, influencing and interpersonal skills.
- Demonstrated ability to effectively prioritize large workloads, to consistently deliver results within deadlines and adapt in complex and challenging work environment.
- Excellent written and spoken English.
- Competence in Microsoft Office 365, Microsoft Dynamic, online collaboration tools, and accounting systems.

6. Desirable

- Experience in supporting multi-country programmes, regional initiatives, research programmes, or international development projects.
- Familiarity with grants MEL, communications, partnerships, or programme operations.
- Familiarity with Southeast Asian institutional contexts.

7. Required competencies

The Grants Finance Officer should demonstrate:

- Excellent coordination, organisational, and communication skills;
- Ability to work collaboratively across multidisciplinary teams;
- High level of integrity, sound judgment, and attention to detail;
- Sound financial literacy, with the ability to interpret project budgets and financial reports;
- Proven analytical, critical thinking, and problem-solving skills;
- Willingness to learn, adapt, and take on increasingly complex financial management responsibilities;

8. Location

The post will be based at the SEAMEO Secretariat in Bangkok, Thailand. Regional travel may be required.