**Job title:** Grants Officer  
**Work location:** Lilongwe Wildlife Trust (LWT) offices  
**Division/Department:** Programmes

### Job description

This position supports LWT’s Programmes department in the oversight and management of grants. The main purpose of the role is to support the Grants Coordinators to ensure the efficient and effective management of the financial management and administration of grants that have been received to finance LWT’s work. It should be noted that LWT currently receives approximately 18 grants from different donors.

The person will be responsible for:

1. **i)** working with project/programme managers to ensure reconciliation of cash and cheque advances and ensuring that accountability for expenditure is accurate and in accordance with spending plans, organisational policies and handbooks and the grants themselves;
2. **ii)** ensuring that timesheets associated with grants are filled, signed and accurately filed;
3. **iii)** ensuring that invoices and receipts are filed in an accurate and timely way;
4. **iv)** managing grant accountability such that financial reports for each of the grants are up to date and accurate.

### Essential duties and responsibilities

- Support project or grant development processes and outputs, including donor agreements, grant budgets and reporting requirements
- Ensure all expenditure trackers are completed in accordance with organisational policies
- Cross-check information documented in the expense tracker against receipts/invoices in order to ensure adherence to processes and procedures contained in financial and grant management manuals
- Ensure grant masters remain up-to-date and accurate
- Compile financial reports to satisfy organisational and donor reporting requirements
- Support project managers to update grant budgets with monthly actual expenditures
- Ensure that receipt files for each project are all completed to deadline
- Ensure that grant files are updated by the end of each month, including communications with granters, new project documents, M&E information, reports etc.
- Ensure that cost-share for each grant is completed and filed
- Ensure all timesheets are completed and filed properly
- Work closely with the Grant Coordinators and Director of Programmes to ensure that grants are implemented as expected

### Education and/or work experience requirements

**Required**

- Training in accountancy, bookkeeping or an equivalent area
- Outstanding organisational skills
- Outstanding skills using Microsoft Excel; knowledge of database software (e.g. Access) an asset
- Good writing skills
• Good communication and inter-personal skills

Desired
• Previous experience working with NGOs on financial management
• Knowledge and skills in accounting

To apply for this role, please send a cover letter and an up-to-date curriculum vitae via email to donna@lilongwewildlife.org and dorothy@lilongwewildlife.org by 17:00 on Wednesday, 26th February 2020.