

POSITION DESCRIPTION

Grant Senior Finance Officer

Position Objectives

To perform a quarterly financial review and capacity building of Sub Recipients on a risk-based approach which will include but not limited to key controls of each Sub Recipients with the following processes ensuring compliance with donor requirements, that supports AFAO's partnerships to prevent HIV and reduce its impacts in Asia and the Pacific:

- Governance, Risk Management and Oversight
- Key Financial, Operational and IT controls
- Asset Management
- Financial Reporting to AFAO
- Transaction testing to confirm compliance with grant conditions
- Financial Management capacity needs analysis of the SRs

Location and Reporting Structure

This position is based in Bangkok, Thailand. It reports directly to the SKPA Manager, Finance and Grants. No subordinates report directly to this position. This position coordinates Sub Recipients from time to time.

Organisational Context

In Australia, AFAO leads the national effort to end HIV on behalf of its member organisations who represent the diverse communities most affected by HIV – lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Internationally, AFAO contributes to the development of effective HIV policy and programs in Asia and the Pacific, fosters the development of regional and country-level community responses to HIV, and represents Australia's community response to HIV in global forums.

From January 2019, AFAO leads the Sustainability of HIV Services for Key Populations in Asia (SKPA) Program, funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria.

Program Context

The SKPA Program aims to promote sustainable services for key populations at scale to stop HIV transmissions and AIDS related deaths by 2030. The program is implemented in Bhutan, Lao PDR, Malaysia, Mongolia, Papua New Guinea, the Philippines, Sri Lanka, Timor-Leste, and 5 KP Regional Networks in Thailand.

Economic growth and the consequent shift to middle income status requires that grant countries within this program increase domestic investment and be more self-sufficient in the delivery of national HIV/AIDS programs. Even where staged, the challenges of transition from donor to domestic funding are acute. With diminishing donor funding, countries must be highly efficient in targeting their investments in accordance with epidemiology and mechanisms for funding community-led responses by those most affected by HIV – key populations – must be established or strengthened.

The SKPA Program recognises the considerable existing efforts of grant countries toward national and global HIV/AIDS goals, funded through domestic, private and donor sources. It also recognises that, as in all countries, each of the grant countries of this program experiences barriers that prevent the provision of services and programs for key populations at necessary scale. The SKPA Program seeks to identify barriers to scale-up and implement targeted actions to address those barriers.

The objectives of the SKPA Program are to:

- **Increase Financial Sustainability:** Secure the long-term sustainability of increased service delivery at national levels through securing domestic investment and spending, exploring innovative approaches and identifying alternative sources of funding for key programs
- **Strengthen Strategic Information:** Secure up-to-date strategic information, particularly on key epidemiological and response information including population size estimates and program coverage, community needs assessment of key populations to inform program design
- **Mitigate Service Delivery Gaps:** Scale-up outreach to key populations and improve their access to prevention, testing and treatment and retention in the service cascade
- **Strengthen Community Systems:** Strengthen community responses and systems to support increased scale-up of services for key populations including sustainability of community-led services through community-based research, effective use of data and other strategic information and through community mobilisation
- **Contribute to Enabling Environment:** Address barriers to access including addressing stigma and discrimination and other human rights- and gender-related barriers to services, where relevant.

Principal Duties:

- **Effective Sub Recipient financial review and monitoring**
 - Verify that the SR's financial reports comply in all material respects with any applicable legislations, i.e. GAAP/IFRS, The Global Fund, etc.;
 - Verify the SRs expenditures were spent in conformity with the approved budget and workplan existing at the time of the expenditure and in line with provisions of the Grant Agreement, including any applicable grant conditions (as amended by any

- Implementation Letters), with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
 - Verify the disbursements made by the PR to SRs are in line with the SR subgrant agreements and the approved work plan and budget;
 - Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures at all levels of the Program and other financial transactions including special attention to the adequacy and effectiveness of controls around cash transactions;
 - Conducts regular visits to SRs to provide finance guidance and spot financial review checks as needed for verification purposes;
 - Prepare and present reports that reflect financial review results and document the process;
 - Conduct follow up review to monitor SR management's interventions on identified issues
 - Work closely with GF Local Funding Agent, and external auditors and facilitate resolution of external audit issues in close coordination with the Manager, Finance and Grants and Program colleagues
 - Extensive international travel for onsite quarterly financial review and/or capacity building to Sub Recipients offices located in 8 countries and 5 KP Regional Networks
- **Capacity Building:**
 - Conduct SR capacity assessment on the area of financial management
 - On the capacity needs of the SRs, recommend solutions to the findings of the analysis of needs performed
- **Others**
 - Promote AFAO's knowledge, skills, experience, and successes.
 - Adopt continuous learning and improvement processes in all aspects of the position.
 - Understand, implement, participate, and promote AFAO's business processes, policies, and procedures, and WHS objectives, processes, and procedures.
 - Perform other duties and responsibilities as assigned.

Challenges and Problem Solving

Challenges faced by the position that the position-holder will be expected to be able to manage include:

- Obtaining sufficient financial evidence to substantiate in all the materials respects of the accuracy of the information provided.
- Understanding of internal controls, assess control design and perform tests of internal control effectiveness and transaction testing.
- Complete a report providing recommendation on the control environment of the programme tested identifying any risks/issues that require rectification.
- Working closely with the Global Fund Local Funding Agent and GF External Auditor during PU/DR verification and grant audits
- Recommending innovative tools and mechanism to overcome issues and mitigate financial risks during grant implementation.
- Managing priorities and meeting deadlines.

Decision Making

The role of the Grant Senior Finance Officer is critical to AFAO's success.

The Grant Senior Finance Officer exercises considerable day to day discretionary and decision-making responsibility within the framework set by an annual work plan, which is approved and in accordance with directions set by SKAP Manager, Finance and Grants.

The Grant Senior Finance Officer is required to exercise considerable judgement in liaising with stakeholders and formulating and responding to issues that may impact AFAO's reputation.

The Grant Senior Finance Officer discusses issues of potential sensitivity with the SKPA Manager, Finance and Grants

In exercising their responsibilities and making decisions the Grant Senior Finance Officer is bound by AFAO's Code of Conduct and policies and procedures.

Performance Review

The Grant Senior Finance Officer will participate in an annual work planning and performance appraisal process for this role with the Manager, Finance and Grants.

Key Performance Indicators for the role will include:

- Effective SR financial review to achieve high-quality Sub-Recipient grant financial management, consistency, compliance, and reporting.
- Identify potential ineligible expenditures and to reconcile (or review the reconciliation of) the reported expenditure with other reports to TGF i.e. Progress Updates and Annual Financial Report (AFR), PUDR
- SR cash balance are reconciled to the cash reconciliation and bank account
- Fraud and other forms of financial risk are timely detected and mitigated
- Compliance with donor requirements, corporate policy and other requirements and effective liaison and response with LFA budget review processes.
- Completion of duties in an efficient and effective manner
- Important deadlines are met.

Skills and Experience

- Certified Public Accountant and/or its equivalent
- At least 2 years' experience in internal audit and/or financial review with grant specific review in International NGO and/or Foundation setting, preferably Global Fund grants
- Understanding of and demonstrated experience with Global Fund (or similar) in grant audit/financial requirements and reporting processes
- Analytical and proactive
- Experience working with multiple stakeholders from different time zones
- Excellent organisational and time management skills, including the capacity to manage concurrent priorities and meet deadlines
- Strong written and verbal communication skills
- Must be conversant in English
- Has the ability to travel within Asia and the Pacific