Grants Associate

Location: Remote
Term: Part-Time Consultant

About Grants Associate Role
The Grants Associate role is a part-time, mid-level, position focused on supporting the finance team in accurate financial tracking and reporting of myAgro’s financial supporters. This role will be remote and report to the US Finance Director. Responsibilities of the position are:

Grants Reporting and Management

- Perform grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, salary allocations, reconciliations, budget revisions, and grant closeout functions.
- Manage monthly allocations of staff and other expenses to multiple projects.
- Prepare accurate and timely financial reports to donors as required, as well as for internal management purposes.
- Prepare and distribute periodic invoices for project reimbursement.
- Prepare government grant reports, budgets and other communications, and assist in the management of government relationships (USAID, etc)
- Work with development team and appropriate country office staff in the development of forecasts, budgets, and budget revisions for projects.
- Communicate monthly financial results with appropriate staff, informing them of financial position of the project.
- Ensure compliance of grants with donor rules and regulations.
- Train and provide ongoing technical assistance to field office finance staff and program partners on best practices for financial management systems in order to increase capacity.
- Support field teams in preparation for, and during, audits – travel to sites when needed.

Requirements

- A minimum of 2 years in a bookkeeping / accounting position
- At least 1 year of experience working with international donors
- Preferred- experience with USAID grants and reporting
- Some grants accounting / management experience required
- Excellent Excel skills; VBA skills preferred
- English fluency; French proficiency preferred
- Ability to multi-manage projects and extreme attention to detail
- Passion for the mission, vision and values of myAgro

To apply: submit your application online to applications@myagro.org

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