

Job Description – Assistant Project Manager (Financial Operations)

Job Identification	
Job Title	Assistant Project Manager (Financial Operations)
Division	Operations
Location	Headquarters, Barbados
Reports to	Project Manager
Supervises	Consultants as assigned
Issue Date	1 st January 2023
Job Summary	
<p>This position performs a key role in developing financial operation systems based on business requirements. The Assistant Project Manager (Financial Operations) oversees the direction and management of the Finance and Office Management inclusive of the grant writing and foundation funding operations. He/She assists and provide counsel on all major decisions affecting the work of the above financial operation section - and is required to act on the authority delegated by his/her superior and must, as required, be able to justify decisions taken.</p>	
Key Duties and Responsibilities	
<ol style="list-style-type: none"> 1. Foundation Financial Management 2. Legal and Statutory Matters (Liaison to foundation legal counsel) 3. Grant Writing and Foundation Funding 4. Project Planning and Management 5. General Duties 6. Any other related duties assigned from time to time by any duly authorized person 	

Key Duties and Responsibilities Continued

1. Foundation Financial Management

- 1.1 Assists in the development, implementation and periodic review of the Foundation's Strategic Plan, and organisational performance reporting; Undertakes timely and appropriate strategic planning and policy work for the Foundation, specifically in the areas of direct responsibility; Identifies strategic project threats and opportunities which could impact on the Foundation's financial operations, business and/or performance;
- 1.2 Ensures timely and effective delivery of relevant operational projects through good proactive project planning, effective monitoring and reporting;
- 1.3 Develops and maintains excellent relationships with the ALF financial donors and other stakeholders, in so doing promotes the role and reputation of the ALF;
- 1.4 Ensures the compliance with project procurement and guidance, and that value for money is achieved in all aspects of procurement, as well as the development, implementation and maintenance of appropriate in-house procurement policies;
- 1.5 Monitors the development and implementation of appropriate corporate (charity) governance strategy; Ensures that the Foundation's financial operations are congruent with the Laws governing the operations of registered charities.

2. Legal and Statutory Matters

- 2.1 Liaises with and instructs as necessary the Foundation's legal service providers; Obtains and presents advice on legal matters affecting the Foundation;
- 2.2 Assist in the negotiation of service contracts.

3. Grant Writing and Foundation Funding

- 3.1 Contributes to the management of the Foundation by participating in the generation of new ideas and approaches on how the Foundation can increase its funding base;
- 3.2 Write and present grant (funding) proposals on behalf of the Foundation in consultation with Executive Director and/or his/her designate;
- 3.3 Deputises for the Project Manager, representing him/her and/or the Foundation where appropriate.

Key Duties and Responsibilities Continued

4. Project Planning and Management

- 4.1 Oversees the project planning function ensuring proper administration of the Foundation's financial affairs;
- 4.2 Advises the Foundation on their investment strategy and performs a major role in steering and monitoring the Foundation's financial stability;
- 4.3 Advises and assists the Executive Director and other Management Team members on budget and financial planning strategies;
- 4.4 Monitors and revises the budget in line with changing demands and projected project out-turns.

5. General Duties

- 5.1 Assist with the Foundation's Risk Management function by assisting in the development and implementation of the Foundation's wide risk management strategy and policy;
- 5.2 Monitors the delivery of optimum financial operational effectiveness regarding Foundation's assets, resources and project funds.

6. Such other duties as may be assigned by any duly authorized person from time to time

Organisational Relationships

Reports to the Project Manager. Interacts frequently with consultants and service providers.

External Contacts

1. Ministries and Government Officials
2. Non-profit organizations
3. Legal Advice Providers e.g., Attorney-at-Law
4. Regulatory Bodies
5. Funding Agencies
6. Banks
7. Suppliers

Qualifications And Experience

1. An undergraduate qualification in the area of project management, business management, accounts or economics;
2. Knowledge of financial operation systems as evidenced by courses included in a university; degree programme and/or sound learning experience in financial management (charities).
3. A minimum of three (3) years' post-qualification experience in project management within a charity organization;
4. A minimum of two (2) years' experience in grant writing and funding development;
5. Excellent analytical, organisational, interpersonal and communication skills;
6. A track record of effectively managing and motivating a team.