



GRANTS MANAGER



IDENTIFY & DEVELOP STRATEGIES TO OPTIMIZE THE GRANTS ADMINISTRATION PROCESS

Oversee the job of invoicing, accounting, reporting, & other administrative functions to ensure successful execution of grant funds
Prepare financial or budget plans & allocation along with donors
Analyze the budget trends & make recommendations for cost control & reduction for various grants
Provide detailed reports to the donors with respect to the organization's progress
Monitor paperwork along with other related documents connected with grant-funded programs
Maintain records of all payments as well as receivables while having to prepare monthly records for all grant related activities

Bachelors / Masters in Accounting or related field
An additional certification of CA / ACCA / CFA preferred
Prior experience of managing a grant portfolio
Excellent financial management skills including developing, monitoring budgets & financial reporting
Attention to detail