

Job Specification

Job title	EC (European Commission) & Institutional Donor Grant Manager/Senior Manager
Reporting to	Not for Profit Division Partners

Overview of Firm

As an independent member of PKF International, a worldwide network of independent accounting firms, we can provide truly global coverage.

Every individual matters at PKF Littlejohn; our people are visible, accountable and fundamental to our success. Working with us would give you the opportunity to enjoy a challenging and varied working environment and provide you with an excellent grounding for your future.

Not for Profit Division

The Not for Profit (NFP) team has an impressive pool of knowledge and experience to share and from which to learn. The team is led by partners with extensive experience in the sector; not only of auditing and advising large, high profile NFP entities but some have also seen things from the client’s side where they have run and assisted in the governance of global international charities.

NFP organisations are distinguished by the fact that they exist for a social purpose, rather than by what they do day to day. This means the NFP world encompasses everything from radical campaigning organisations to big businesses with a public benefit remit. This is an exciting time for anyone with an interest in the sector to be joining our NFP team and in return for your enthusiasm to develop and learn we can offer you the opportunity to build a rewarding career.

What skills will you need to be effective in this role?

Responsibilities
Job Duties and Responsibilities
<p>Purpose and aim of the role PKF Littlejohn LLP hold a number of framework contracts with EC and International Donors:</p> <ul style="list-style-type: none"> • Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO) of the European Commission to audit grant funding awarded to various organisations within the European Community, with audits undertaken both within the EU and globally; • Directorate-General for International Cooperation and Development (DG DEVCO) of the European Commission to audit grant funding awarded for development aid across the globe; • SESAR JU, , we audit entities across the EU in receipt of grant funding; • A framework contract with Education, Culture and Audiovisual Executive Agency, EACEA, also covering Executive Agency for SMEs (EASME) and Innovative Networks Executive Agency (INEA); • Directorate-General for Budget, DG BUDG, to audit grant funding across the EU in a number of different fields; • The Global Fund to Fight AIDS, Tuberculosis and Malaria, with whom we have a framework contract to provide French speaking auditors; • IMI JU, a joint undertaking between the EC and industry in the field of medicines, this framework contract also covers other EC/industry JUs - CS JU relating to improving the impact of air transport on the environment and FCH JU which supports fuel cell and hydrogen development projects; and

- Various other contracts covering other International Donors such as DFID, the UN etc

PKF leads consortiums of European firms to audit grant funding awarded to various organisations within the European Commission. PKF Littlejohn LLP has a Partner permanently based in Brussels to oversee the completion of assignments on these contracts, as well as to identify new business opportunities.

The above contracts include within their scope the audit of grants awarded to various organisations, both private companies, governmental organisations and non-governmental organisations, in various fields including humanitarian aid, civil protection, culture, research, energy etc. Approximately 200 field trips are carried out in each year. In total, each assignment will take approximately 0.5 - 2 weeks to complete with most assignments taking less than one week. You may be involved in field audit visits for assignments that are considered higher risk.

You will manage an allocated portfolio of EC grant audit assignments, which will involve:

- Efficiently managing your time to ensure your portfolio is properly serviced and work is completed in a timely manner;
- Managing all stages of the audit and advising the partner on audit outcomes;
- Anticipating significant issues based on experience and knowledge of other grant audits and sector specific knowledge; being proactive in recommending solutions to these issues;
- Advising clients on all financial reporting issues with reference to other specialists where necessary;
- Sub-tender preparation on our existing framework contracts as well as involvement alongside other managers and partners on new tender opportunities;
- Beginning to take ownership of identifying business opportunities from existing clients and supporting initiatives to develop new business opportunities including attending and organising network events;
- Managing audit teams and reviewing their work; and
- Responsibility for training of staff as required.

Responsibilities or involvement in Management

You will assist with the running of the Group by working with the management team to ensure that staff resources are best used to service the clients in the department. This will involve the following:

- Further develop the grant audits team and practice;
- Acting as a mentor for a group of trainees;
- Appraising your group of trainees;
- Active involvement in the development of audit staff;
- Contributing to the running of the Group;
- Assisting in the motivation of staff;
- Staff recruitment - conducting interviews with a partner; and
- Assisting with marketing activity.

Communication and Business Relationships required

- Effective internal communication – both oral and written – with:
 - Partners
 - Other Managers
 - Audit Staff
- Effective external communication with European Commission and auditees

Job Knowledge Required

- Attend training courses as appropriate
- Possess core IT skills, including Excel, Word and Pro Audit

Person Specification

Skills and Qualifications

The ideal candidate will be skilled in the following areas;

- Substantial grant audit management experience;
- Proven skills in managing a portfolio of assignments;

- Proven skills in managing staff;
- Substantial external commercial auditing experience; and
- A keen interest in specialising in the Not For Profit and Grant Auditing sector.

Qualifications

ACA or ACCA, or equivalent, qualified.

Language skills

Fluent English; ideally written and spoken French or Spanish to intermediate level. Any other European language skills would be considered beneficial.

Personal Attributes

- Leadership skills, with the ability to command respect at all levels;
- An understanding of the European Commission;
- Proactive;
- Strong technical skills;
- Sound professional judgement;
- Accurate;
- Ability to take responsibility;
- Commercial outlook;
- Ability to prioritise workload and work to deadlines;
- Analytical and problem solving skills;
- Able to cope with the pressure of high and varying workloads;
- Decisive – can make correct decisions when under pressure;
- Flexible in approach to work;
- Report writing skills;
- Able to communicate effectively and keep others informed;
- Able to maintain and develop strong client relations; and
- Ability to encourage team spirit and improve the performance of junior staff by providing clear instructions, supporting and involving team members, monitoring individual performance and providing constructive feedback.