



# Analyst, Grants Financial Compliance

## Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

## The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty.

As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking an **Analyst, Grants Financial Compliance** who provides support in administering, planning, coordinating the daily operations, and accurately fulfilling IJM and Grant Accounting functions regarding budget and compliance issues for both grants and restricted funds in a timely and professional manner in compliance with IJM and donor rules and regulations. The position will also provide oversight of all OSEC program financial activities focused on grants accounting and reporting, and the development of local or supplemental Finance and Accounting guidelines. Collaborate across teams, including program partners and subgrantees, to ensure compliance and financial management of grants.

***This a regular position based in Manila, Philippines.***

## Responsibilities

### **Strategy & Knowledge Development & Implementation**

- Develop implement systems and monitoring procedures to ensure proper stewardship of funds on pre-awards, award, post-award, and close-out.
- Advise and provide grant budget analytics to inform OSEC program strategy and program planning specific compliance and insights.

### **Networking & Partnership**

- Maintain relationships with implementing teams, partners and stakeholders through technical support in obtaining accurate, efficient, and compliant donor financial analysis, and reports.
- Serve as a main point of contact and oversight of all financial matters.

### **Policies and Procedures**

- Assist in developing budget proposals or concept note papers for potential funders.
- Proactively assist the Philippines team with procurement plans for all goods, vehicles, trainings, other materials, and services to accomplish the grant program within guidelines and budget.
- Support OSEC leaders in monthly forecasting for grant and non-grant funding.

### **Communication**

- Serve as point of contact for any documentation needs or questions that may arise in the course of a Single Audit at HQ.
- Coordinate with finance team and Office Cashier the monthly fund request for submission to the Finance Manager

### **Training and Development**

- Participate in kick-off meetings for new grants and conduct training for all implementing departments and partners on allowable expenses to the grants and work tags to charge.
- Conduct refresher trainings to implementing departments and partners on ongoing grants and restricted funding projects on allowable expenses, budget monitoring for charging expenses.
- Ensure staff are aware and knowledgeable of grant variance analysis, and donor compliance.
- Designing dashboards and training staff of all departments, formally and informally on how to effectively forecast and spend their budget.
- Ensure all staff and budget approvers charging to the grant have been appropriately trained on US government grants procurement principles and allowability of costs, as appropriate for their positions.
- Ensure that charges are correct and allowable.

### **Documentation, Reporting & Data Management**

- Review grant and restricted funds for OSEC transactions for validity, accuracy, completeness, and compliance with financial policies and budget availability.
- Conduct due diligence of potential grant partners or sub-grantees(subs), assist in preparing service agreements/contracts, design reporting templates, and facilitate training of sub recipients.
- Conduct financial monitoring visits to all subcontractors/subgrantees.
- Develop and prepare timely, meaningful monthly BvAs for the OSEC budget managers and other leaders in the Philippines and at HQ.
- Closely coordinate with the APAC Regional Grant Accountant in the creation of grant and project IDs in Workday based on the reporting requirements of the donors.
- Review Sub-grantee financial reports and supporting documents recorded are allowable and comply with IJM and donor requirements.
- Coordinate with Programs team and facilitate forecasting of all grant budgets.

- Prepare grant financial reports that comply with IJM and donor requirements.
- Coordinate with the APAC Regional Grant Accountant on the review of the grant financial report for consolidation of expenses.

### **General Tasks**

- Protect the intellectual property rights of IJM
- Participate in IJM's spiritual formation and professional development programs.
- Provide logistical support and content for IJM visitors on an as need basis
- Perform other related duties and tasks as assigned by the Head of Grants Management.

### **Confidentiality**

- Handling sensitive information with discretion and maintaining confidentiality.

### **Qualifications:**

- At least 5 years of experience in administration and financial management, including overseeing the finance and operations of subgrantees.
- Bachelor's degree in accounting, finance or related field.
- Prior experience working on various grants such as Federal Grants, USAID, and other foreign government aid and grants.
- Capacity to support a financial management or general ledger system.
- Fluent in oral and written communication in English and Filipino.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

### **Technical Competencies**

- Technical knowledge of regulatory, contractual, legal and financial compliance requirements required by various funding agencies including Federal grants, EU grants, other foreign government aid and grants.
- Expertise working on QuickBooks, database spreadsheets and other accounting software.

### **Non-Technical Competencies**

- Organized and detail-orientated
- Effective team player
- Service-oriented attitude
- Integrity and Honesty
- Able to develop solutions to problems
- Strong interpersonal skills
- Professional, diplomatic, and mature demeanor

*IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.*

**Application Process:**

Please submit your updated resume, cover letter, and statement of faith in one PDF document to [phpeoplesupport@ijm.org](mailto:phpeoplesupport@ijm.org) on or by **31 July 2025**.

*\*What is a statement of faith?*

*A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.*