Job details	
Job title: Grants Assistant	**Line Manager title:** Programme Officer, Grants
Grade: JG9	**Direct reports:** None
Department: Programme Delivery Hub	**Location:** Nairobi, Kenya

Job summary

Reporting to the Programme Manager, Grants, the Grants Assistant provides operational support across the grant lifecycle, with primary responsibility for reviewing grantee financial reports and supporting documentation. The role verifies expenditure against approved budgets, grant agreements, TMA policies and applicable donor requirements; identifies and escalates financial accountability and compliance issues; and supports grantee onboarding, capacity strengthening, audit readiness and grant close-out. Through accurate analysis, complete records and timely follow-up, the role contributes to effective risk management, financial accountability and responsible stewardship of donor resources.

Roles and responsibilities

Grantee financial reporting and accountability

- Review grantee financial reports for accuracy, completeness and consistency with approved budgets, workplans, grant agreements and reporting requirements, to support timely accountability and decision-making.
- Verify reported expenditure against approved budgets, grant periods, donor conditions and TMA grant management requirements, to confirm allowability and budget compliance.
- Examine invoices, receipts, payment vouchers, payroll records, procurement documentation and other supporting evidence, to confirm that transactions are valid, adequately supported and properly authorised.
- Assess the eligibility, reasonableness, accuracy and classification of expenditure, and document clear review queries and recommendations for resolution.
- Analyse expenditure variances, burn rates, budget utilisation and outstanding advances, highlighting material deviations and emerging financial risks to the Programme Manager, Grants.
- Identify and escalate unsupported, ineligible, questionable or misallocated expenditure, and track agreed corrective action before further disbursement or grant closure.
- Maintain a complete audit trail of review comments, responses, approvals and resolved queries in the relevant TMA systems and grant files.

Grantee onboarding and capacity strengthening

- Support grantee onboarding and orientation by coordinating required documentation and explaining financial reporting, records management and accountability requirements.
- Maintain records of grantee due diligence, capacity assessments, risk classifications and improvement actions, ensuring information is current and readily available for monitoring and audit.
- Support the planning and delivery of grantee training, capacity-building and knowledge-sharing activities, and track attendance, agreed actions and follow-up support.
- Provide routine guidance to grantees on financial report preparation, supporting documentation, budget compliance and resolution of identified gaps.

Grant close-out, audit and records management

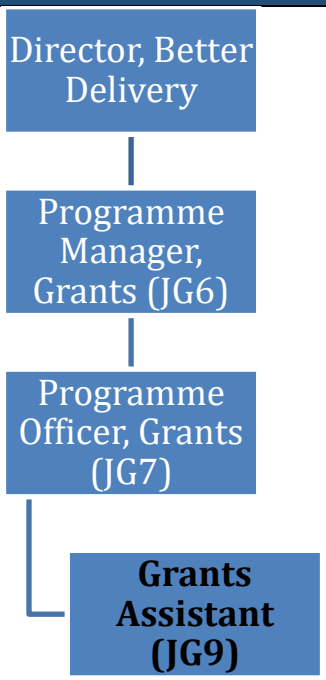
- Support grant close-out by compiling and tracking final financial and narrative reports, asset registers, advance liquidations, recoveries and other closure requirements.
- Coordinate with Finance and programme teams to monitor outstanding grant balances, recoveries and refunds, and escalate delayed accountability or closure actions.
- Prepare and organise grant documentation for internal audits, external audits, expenditure verifications and monitoring visits, ensuring records are complete and accessible.

- Track corrective actions arising from financial reviews, audits, expenditure verifications and monitoring visits, and follow up with responsible parties to support timely closure.
- Maintain accurate and complete electronic grant records, trackers and filing systems in line with TMA records management requirements.

Corporate level responsibilities

- Apply high standards of control and risk management and contribute to a positive risk and control culture.
- Exercise sound judgement and escalate financial, compliance, fraud, safeguarding and other risk events promptly through the appropriate channels.
- Understand and comply with relevant end-to-end processes, policies, controls and delegated authorities applicable to the role.
- Complete all mandatory training within stipulated timelines and participate in knowledge-sharing and learning activities.
- Promote and adhere to TMA's core values, organisational policies and procedures.
- Maintain zero tolerance for bribery, fraud and corruption and immediately report suspected misconduct that may threaten TMA's resources or reputation.
- Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
- Undertake any other related responsibilities assigned by the line manager from time to time.

Organisational positioning



Academic and professional qualifications

- A diploma in Accounting, Finance, Business Administration or a related discipline.
- CPA, ACCA or an equivalent professional accounting level II qualification is desirable.

Work experience

- At least two (2) years of relevant audit experience in a busy audit or assurance environment.
- Demonstrable experience reviewing financial records and supporting documentation, including exposure to donor-funded projects, programmes or organisations.
- Experience with international donor requirements and grant financial accountability procedures is desirable.
- Exposure to European Union requirements is an added advantage.
- Practical experience using Microsoft Excel and financial reporting or enterprise resource planning systems.

Technical skills and behavioural competencies

Required

- Sound knowledge of accounting principles, auditing procedures, internal controls and financial records review.
- Ability to assess expenditure eligibility, budget compliance and financial accountability in donor-funded operations.
- Analytical, reconciliation and problem-solving skills, with demonstrated attention to detail and accuracy.
- Proficiency in Microsoft Excel, including the ability to organise, reconcile and analyse financial data.
- Clear written and verbal communication skills, including preparation of concise review comments and follow-up queries.
- Strong planning, organisation and records-management skills, with the ability to manage competing deadlines.
- Integrity, confidentiality, professionalism, accountability and a collaborative, service-oriented approach.

Desired

- Familiarity with enterprise resource planning systems, grant management databases and electronic document repositories.
- Knowledge of donor compliance requirements, including European Union financial and supporting-document standards.

Risks associated with the position

- Failure to identify inaccurate, unsupported or ineligible expenditure may result in financial loss, donor disallowances, delayed disbursements, audit findings or reputational damage.
- Incomplete or poorly maintained grant records may weaken the audit trail and delay financial reporting, grant monitoring or close-out.
- The role handles confidential financial and partner information and must maintain appropriate information security and professional discretion.
- The role may require occasional domestic or international travel and flexibility to meet reporting, audit and grant close-out deadlines.

Sign off

Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____