



Children's Rights and Violence Prevention Fund (CRVPF)

Job Description

for

The position of a Grants and Finance Compliance Coordinator at CRVPF

DATED: September 3, 2025

1. Background Information:

Children's Rights and Violence Prevention Fund (CRVPF) is a child rights and social justice regional intermediary organization based in Uganda with a mission to provide grants and capacity development support to community organizations operating in four countries in East Africa: Uganda, Tanzania, Ethiopia, and Kenya. CRVPF supports community institutions that work with children, adolescent girls, boys, and their families, communities, and schools to advance the rights and prevent violence, sexual abuse, and sexual exploitation of children. To foster a protective and nurturing environment for healthy child development. CRVPF uses a cluster partnership model, the model encourages 2-4 community organizations and local NGOs to work together in a cluster partnership using one grant to address children's and adolescents' needs in a particular geographic area.

CRVPF has established three major grant-making initiatives over the past ten years: Prevention of Violence against Children and Young people (PVAC), Adolescent Girls Power Program (AGPP), and Empower Youth through Data AND Community Development (EYDCD).

2.0 Overall objective and purpose

The overall objective of the Grant and Finance Compliance Coordinator is to provide compliance oversight to CRVPF work. The role will ensure that all stakeholders observe CRVPF policies and procedures, meeting the organisation's code of conduct and all relevant financial policies as updated from time to time.

2.1 Specific Roles

1. Essential Functions:

- Review and update existing policies, procedures, and systems that are necessary for full accountability and compliance.
- Conduct an internal compliance audit every quarter.
- Collaborate closely with the CRVPF financial and grant teams, the fund manager, and downstream finance firms to enhance coordination and support the CRVPF's grant-making financing activities.
- Collaborate with program teams, leadership, and external auditors on financial and compliance matters; act as liaison with fiscal sponsors and donors; and advise program staff on financial planning, forecasting, and compliance throughout implementation.
- Design and deliver financial training to partners on budgeting, record management, compliance, and reporting, while providing ongoing advisory support to ensure compliance throughout the grant lifecycle.
- Review grant budgets during the proposal stage and monitor implementation to ensure sound financial control, making adaptive budget amendments as needed to reflect implementation realities.
- Design and/or update policies, procedures, and systems to ensure full accountability and compliance, including overseeing the implementation of all risk management functions such as risk identification, analysis, and mitigation.

- Lead the development of the organization's Risk Register and oversee the integration of enterprise risk management with broader organizational planning and management processes.
- Advise Senior Management on risk management, integrate risk considerations into strategic decision-making, ensure alignment between the Strategic Plan and Risk Policy, and conduct quarterly internal compliance audits.
- Serve as the primary point of contact for a complex grant portfolio, managing grant-related inquiries and compliance issues, and guiding CRVPF staff and external stakeholders.
- Monitor and ensure full, accurate, and timely compliance with donor requirements for grants, covering areas such as staffing, purchasing, asset management, and Reporting.
- Ensure strict adherence to donor guidelines, international standards, and internal policies for all CRVPF grants by guiding partners through compliance requirements and conducting field visits to validate financial activities and overall compliance.
- Maintain organized, audit-ready grant documentation and coordinate audit processes to ensure partner compliance with donor requirements.
- Support the management of whistle-blower investigations by ensuring accountability for outcomes and follow-up by Top Management. Facilitate special reviews and investigations as directed by the Executive Director or Senior Management Team and promote the development and implementation of strong internal controls across departments and Programs/Projects.
- Identify financial risks such as budget overruns, non-compliance trends, and fraud indicators, escalate them with corrective recommendations, and implement internal control enhancements to strengthen grant and operational governance.
- Establish and maintain an effective compliance communication program for the organization, promoting awareness of the Code of Conduct, ensuring understanding of new and existing compliance issues and related policies/procedures, anticipating and identifying compliance challenges and risks, and communicating with relevant stakeholders to address them.
- Develop and maintain a compliance communication program that promotes the Code of Conduct, raises awareness of compliance issues, identifies risks, and engages relevant stakeholders.
- Maintain accurate and current records for multiple awards and monitor compliance calendars.
- Deliver expert guidance and coordination to ensure effective management of projects and support internal audit processes to maintain compliance and control standards.
- Execute additional duties and responsibilities as assigned.
- Actively contribute to a positive and collaborative office environment, including lending support to office-wide initiatives beyond your usual responsibilities.
- The Grant and Finance Compliance Coordinator reports to the CRVPF Executive Director.

2.2 Qualifications

- Education Minimum Required: Bachelor's degree in professional chartered Accounting. Preferred: Master's degree in commerce or business.
- Relevant courses in risk management, fraud, and compliance.

2.3 Work Experience

- Required Minimum: (7-10) years' relevant work experience in grant compliance.
- Preferred: Experience managing big donor grant awards, grant finance, and/or grant compliance.

3. Specialized Knowledge Needed for Job Performance

- Advanced proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Practical experience with accounting and financial management software, particularly QuickBooks.
- In-depth understanding of grant management principles and donor compliance requirements.
- Familiarity with risk management frameworks and internal audit processes.
- Knowledge of organizational policies related to fraud, bribery, harassment, and overall compliance standards.
- Understanding of project management methodologies and tools.
- Awareness of regulatory and legal requirements relevant to non-profit financial operations and grant administration.

4. Skills

- Grant Management: Proficient in managing complex grant portfolios and ensuring compliance with donor requirements.
- Risk Management: Skilled in identifying, analysing, and mitigating risks; developing and maintaining Risk Registers; and integrating risk management into strategic planning.
- Compliance Oversight: Strong ability to design, update, and implement policies and procedures that ensure organizational accountability and regulatory compliance.
- Internal Audit: Experienced in leading and supporting internal audit processes and conducting compliance reviews to strengthen organizational integrity.
- Financial Coordination: Effective collaboration with finance teams, fund managers, and audit firms to support grant financial management and Reporting.
- Communication: Ability to develop and maintain compliance communication programs, promoting awareness of codes of conduct and compliance policies.
- Project Management: Expertise in managing projects, tracking deliverables, and coordinating cross-functional teams.
- Record Keeping and Reporting: Meticulous in maintaining accurate records, managing compliance calendars, and ensuring timely Reporting.

- Strategic Advisory: Advising senior management on risk and compliance matters, supporting informed decision-making aligned with organizational goals.
- Stakeholder Engagement: Skilled in liaising with internal teams and external partners to resolve compliance issues and enhance collaboration.
- Excellent speaking, writing, and oral communication skills in English.
- Available for travel to remote areas where CRVPF works.

5. Other

- Demonstrated commitment to fostering and maintaining an environment of diversity, inclusion, and belonging.
- Commitment to CRVPF values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team that loves what they are doing and feels it is a privilege to be working in the service of this mission.

All interested applicants, please send a cover letter and résumé to: careers@crvpf.org

Deadline: 5:00 pm (EAT), Friday 10th October 2025

CRVPF is an equal-opportunity employer. The information shared by any applicant will be safeguarded and solely used for the purpose of recruiting the individual best suited for this role.