

<b>Position No.:</b>	714
<b>Job Title:</b>	Grant Administration Officer
<b>Group:</b>	Grant Administration Division
<b>Work Location:</b>	Ottawa
<b>Title of Supervisor:</b>	Manager, Grant Administration
<b>Duration:</b>	
<b>Level</b>	I

### **Job Summary**

Under the general direction of a Manager, the Administration Officer assumes a leadership and supervisory role in his/her unit, ensuring the quality of financial and administrative support to a portfolio of Centre projects with respect to established standards of service, corporate policies and procedures. The Administration Officer sees to the satisfaction of program staff as well as recipients.

### **Primary Duties or Responsibilities**

#### **Coaching, supervising, providing advice**

Supervises Grant Assistants, including performance reviews; assigns work; monitors workload within the unit and resolves cyclical workload issues.

Coaches Grant Assistants, secretariat administration staff and special project administration staff providing on-the-spot advice and solutions. Provides training to new Grant Assistants.

Provides peer-to-peer training to new Administration Officers as requested by the Manager.

Advises program staff, proponents and recipients on subjects related to financial and administrative policies and procedures applicable to projects. Demonstrates flexibility, creativity, and resourcefulness in the interpretation of Centre policies and in the application of procedures to a wide variety of projects, often developed in difficult environments (be it at the national, institutional or methodological level). Upholds policy principles and ensures procedures are adapted to corporate goals and objectives.

Participates in divisional and branch meetings; participates in training; liaises with client program units in Centre-wide committees; carries out any other duties assigned by the Manager.

Assists funding unit managers (Team Leaders and Directors) in the monitoring of their rate of appropriations and related financial targets. Assists in the monitoring of program staff travel budgets (operational budget). Records funding unit manager approval of program staff travel in the electronic travel management system.

### **Project administration**

Through a final review of project approval documents (research projects, research support projects) prepared by grant assistants with information provided by program staff and recipients, ensures compliance with Centre policies and procedures. Reviews proposed projects with respect to the management structure and recipient administrative risk, ensuring the administrative treatment is commensurate with the risk. Recommends changes and adjustments, escalating issues as required.

Sets up the budget structure of projects; records in the EPIK system all project life cycle events which lead to a change in project and project component status (e.g. appropriations, commitments, reallocations, extensions, supplements, closure, etc.).

Maintains the EPIK institution review data with respect to recipient administrative performance, making the information available to program staff, at their request.

Similarly, classifies and sends to either the physical file or to an electronic filing system documents and correspondence related to the financial, administrative and legal aspects of IDRC projects.

### **Financial administration**

Ensures funds are released only on committed (or pre-committed) project components.

Reviews for quality assurance project financial report analyses prepared by Grant Assistants. Authorizes appropriate action, following review. Prepares project financial report analyses in complex situations and where workload demands. Approves payments on exceptional invoices (unencumbered or with no prior written contract or purchase order).

Initiates project-related accounting processes in the Centre's general ledger (commitment, project payment accruals and project closures). Charges back to projects the Grant Assistant credit card expenses lumped in the travel clearing account. Prepares month-end journal entries and accompanying year-end audit-trail worksheets as required.

Provides payment confirmations to the auditors of recipient institutions.

Performs selected recipient audits through the review of receipts supporting project financial reports.

Ensures the integrity of electronic records with respect to both system business rules and the actual legal and financial status of projects.

Monitors several project financial indicators or portfolio aspects (accounts receivable, uncommitted appropriations, overruns, automatic payments, beyond completion list, orphan project list, etc.), analyses the reports and takes action as necessary (including adjusting entries in the general ledger).

### **Contract administration**

Reviews for completeness, ensures compliance with established policies and signs on behalf of the Centre the project legal documents prepared by grant assistants (memorandum of grant conditions, research support grant agreements, small-grant agreements, consulting contracts, travel grant letters, and all amendments). Resolves any contract issues arising with recipients and contractors. Explains legal document clauses to recipients and consultants. Ensures that legal commitments are made coherently with approved duration of projects.

100%

**Scope of job**

The administration officer is responsible for the financial and administrative control of the portfolio of projects of up to 10 program officers. The outstanding commitment value of the portfolio is around \$10 M (equal to approximately \$25 M in project appropriations) — Administration officers working in the Corporate Services Section of GAD have fewer program officers to deal with directly, but the indirect number (through secretariats and corporate projects) is equivalent.

The administration officers record the approval, commitment and closure of all projects and exercise the administrative authority for the release of payments (the other required authority being technical).

An administration officer works with the other administration officers and grant assistants to resolve temporary or cyclical workload issues of his/her unit when they arise. Any administration officer can be asked to organize and deliver in-house training in Ottawa as well as in regional offices in the areas of project administration, legal or financial procedures, and information systems.

