**Terms of references**

**Finance and Grants Officer**

Finance and Grants Officer is responsible for the financial management and reporting of the RADIAN project and for managing sub-recipients and consultants.

Finance and Grants Officer is employed and dismissed by EHRA’s Executive Director and works from a distance, making regular travels to EHRA’s head office in Vilnius, Lithuania. Finance and Grants Officer is assigned to the Finance and Administration Team and reports to the Team Leader. Finance and Grants Officer works closely with the RADIAN Project Manager and other EHRA staff as needed to implement the project tasks.

**TASKS**

1. Prepare agreements with sub-recipients, consultants and other service providers and partners in the framework of the project.
2. Monitoring of implementation of the workplans and deliverables in the project related agreements, together with project manager.
3. Update and supplement financial reporting forms for sub-recipients in accordance with donor’s requirements.
4. Technical support on request of sub-recipients during project implementation: conduct regular skype-calls, training and clarifications on reporting.
5. Identify, monitor, and analyze key challenges related to implementation of the project budgets by sub-recipients and project’s partners.
6. Manage reporting from sub-recipients: collect financial reports from sub-recipients; review reports to ensure that expenditures are in line with the donor’s requirements, initial budget and EHRA internal procedures.
7. Verify primary financial documents from sub-recipients and consultants to ensure that these documents comply with donor’s and EHRA’s guidelines.
8. Participate in monitoring and technical support visits to sub-recipients (if needed);
9. Ensure proper storage and archiving of documentation and records.
10. Verify invoices and other financial documents provided by consultants, prepare and submit them to payment in accordance with EHRA rules.
11. Prepare financial report to donor.
12. Within his or her area of expertise perform other tasks of the Team Lead.