Terms of Reference

Organisation: iProbono
Position: Finance & Grants Officer (Consultant)
Location: Colombo, Sri Lanka
Fee: Commensurate to experience
Term: Full-Time Availability (5 days per week)
***Note:** The role is hybrid in nature.

About iProbono

iProbono is a global group of organisations with a mission to enable people to access their rights in pursuit of a just society. We are driven by the belief that justice must be inclusive. We do this by representing people in need, strengthening the impact of civil society and advocating for policies that promote equality and end discrimination.

In the UK, iProbono is registered in England and Wales with Companies House (no.7026261) and the Charity Commission (no.1148556). Through a lean but highly skilled team and an engaged global network of pro bono lawyers, iProbono:

- Advances justice for people in need;
- Strengthens the capacity and impact of civil society; and
- Advocates for policies that promote equity and end discrimination.

What Are We Looking For?

iProbono is seeking a proactive and detail oriented Finance & Grants Officer to support and strengthen our financial management function. Based in Colombo, this role will work closely with the leadership team to ensure efficient financial processes, and well maintained finance systems.

The Finance & Grants Officer will also coordinate with iProbono's UK based external accounting firm as well as our Finance Committee to maintain financial records and support compliance. The ideal candidate brings strong bookkeeping and financial management skills, excellent attention to detail, and preferably, experience preparing detailed financial reports in a nonprofit or grant funded environment.

Key Responsibilities

Financial Management

- Process and review expense claims, team invoices and supplier invoices in line with organisational policies on a regular basis.
- Maintain and improve finance systems to ensure efficient financial operations across multiple jurisdictions including FX handling.
- Support the leadership team in financial planning, budgeting, and forecasting processes.
- Work with the CEO and senior operations leadership to support reporting to the UK Finance Committee and Board of Trustees at quarterly meetings.

UK Bank Accounts and Cash Management

- Process payments through the UK bank accounts and maintain accurate transaction records.
- Support the maintenance of the UK cash book.

- Liaise with banks, iProbono's external accountant, and auditors as required.

Grant Management & Reporting

- Support grant financial management and reporting in line with donor requirements and organisational policies.
- Prepare and submit financial reports for relevant donors according to agreed timelines.
- Maintain internal systems to track grant budgets, deliverables, and reporting deadlines across the global program portfolio.
- Assist leadership in the preparation and review of budgets for prospective funders.
- Work closely with program teams to ensure alignment between grant utilisation, budgets, and reporting.

Systems and Tools

- Maintain financial records using accounting software and Excel based financial management systems.
- Support improvements to financial systems, controls and reporting processes.
- Ensure accurate filing and retention of financial records across multiple jurisdictions.

Compliance and Governance

- Monitor fiscal compliance with applicable financial reporting requirements, UK Charity Commission obligations, and internal financial policies.
- Maintain accurate financial documentation and records for audit as well as donor and statutory reporting.

Stakeholder Communication

- Communicate financial information clearly and respond to queries from internal team, Board Members and external stakeholders, as required.

<u>Qualifications and Experience</u>

- Bachelor's degree in Accounting, Finance, Commerce, or a related discipline.
- Professional qualification or part qualification in **CA Sri Lanka, CIMA (UK), ACCA, or AAT Sri Lanka**.
- At least **3 years'** experience in a finance or accounting role, preferably within the nonprofit, development, or international NGO sector.
- Experience with bookkeeping, accounts payable, bank reconciliations, journal entries, and month end reporting.
- Experience supporting budgeting, financial reporting, and audit processes.
- Proficiency in accounting software (such as QuickBooks, Xero, Sage, or similar) and advanced Microsoft Excel.
- Experience working with donor funded programs or grant reporting would be an advantage.
- Excellent organisational skills, attention to detail, and ability to manage multiple priorities.
- Strong written and verbal communication skills with the ability to collaborate across multicultural and cross jurisdictional teams.
- A commitment to social justice, human rights, or the nonprofit sector is desirable.

Application

To apply, please **email global.recruitment@i-probono.com with your CV and a short cover letter** setting out why you are suitable for this role **by Friday 30 October**

Safeguarding and Inclusion Statement

iProbono maintains a zero-tolerance policy towards sexual and gender-based violence, exploitation, and abuse in any form. Our recruitment and selection procedures are designed to ensure that all individuals engaged in our program act with respect, integrity, and accountability towards the communities we serve.