

# TATA TRUSTS

Role Details		
1.	Role	Officer, Grant Middle Office
2.	Grade	6
3.	Program	Grant Finance
4.	Location	Mumbai
5.	Nature of Employment	Full time employee
6.	Reporting to	Executive, Grant Management

Role Overview:
The Grant Management Officer is responsible for driving the efficient and compliant execution of the end-to-end grant lifecycle, including circular processing, grant documentation, disbursements, amendments, and closures. Acting as a key coordination hub across Program, Finance, Legal, and Leadership teams, the role ensures high standards of accuracy, accountability, and timely delivery across all grant operations.

Key Responsibilities:	
1.	Manage the end-to-end circular process, including reviewing drafts, coordinating with Program teams to resolve queries, and ensuring timely submission for approval and sign-off while maintaining accurate records
2.	Oversee grant letter preparation and validating documentation in collaboration with Program, Finance, and Legal teams, ensuring all terms are accurate, approved, and properly executed with grantees
3.	Support instalment processing and disbursements by coordinating vendor creation in Oracle, validating documentation, and facilitating approvals from relevant authorities such as the CEO or Trustees
4.	Handle grant amendments and extensions, including drafting budget reallocation and extension letters, while ensuring all changes are accurately documented and remain compliant with audit requirements

Stakeholders	
Relationship (within organization)	Program teams, Finance team, Legal team, Accounts team and other corporate function teams
Relationship (outside organization)	Grantees, Implementation partners, Auditors

Skills & Competencies:
• Review accuracy of documents
• Efficiency and professionalism in stakeholder correspondence
• High attention to details
• Strong cross-functional coordination and communication skills
• Excellent organisational and time-management abilities
• Proactive follow-through and accountability
• Advanced proficiency in Microsoft Office – Word and Excel

Essential Qualification & Experience:
• Graduate in any discipline from a recognized university or institution
• Minimum 1–2 years of relevant work experience
• Prior experience in a similar role will be an added advantage