

Job Description



Job Title:	Finance and Compliance Project Officer		
Cluster:	Networks		
Salary:	\$53,000 per annum	Contract Type:	Fixed Term, ending 31 December 2020
Location:	Johannesburg		
Reports to:	Project Coordinator		
Direct Reports:	N/A		
Job Role			
Role Overview:	<p>The Finance and Compliance Officer will support responsible financial and grant management to ensure the Consortium to Promote Human Rights, Civic Freedoms and Media Development in Sub-Saharan Africa is able to deliver on its project objectives. The Finance and Compliance Officer is expected advise on budgeting and financial reporting. This role is also expected to implement compliance monitoring systems, carry out financial risk management and support the forwarding of funds in line with grant requirements. Additionally, the Finance and Compliance Officer supports the capacity development of relevant staff and partners to ensure effective financial management and grant compliance.</p>		
Areas of Responsibilities	Key Activities		
Financial Management	<ul style="list-style-type: none"> • Ensure that project financials comply with established accounting standards, donor rules and financial guidelines. • Support accurate and timely donor reporting; response to donor requests related to sub-award agreements, budgets and spending; and donor disbursement requests. • Prepare CIVICUS expenses for upload to accounting system, and review and ensure proper expense coding and documentation. • Work with project staff to prepare project budgets, and actively participate in generation and interpretation of monthly financial reports. 		
Risk & Compliance	<ul style="list-style-type: none"> • Strengthen CIVICUS' and consortium partners' internal control systems, processes and procedures for the project. • Identify risk issues and challenges and recommend solutions to address them. • Support the project's internal and external audits and the coordination of action plans to close out any audit findings. 		
Forwarding of Funds	<ul style="list-style-type: none"> • Monitor sub-recipient compliance with donor regulations and financial guidelines through site visits, desk reviews, and other mechanisms applicable to subrecipient monitoring. Recommend actions necessary to resolve issues/concerns. • Review of partners' policies and procedures to ensure that they comply with donor requirements and CIVICUS policies. • Review partners' financial reports and ensure that only eligible expenses are charged to the grant. • Help to prepare financial documentation necessary to conclude subgrant agreements with selected partners. 		

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Capacity Strengthening	<ul style="list-style-type: none"> • Design and facilitate institutional capacity strengthening plans for project staff and partners.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Relevant diploma, degree and/or professional qualification in Business Studies, Finance, or related field • Proficiency in English, both verbal and written
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Demonstrable experience in financial management and grants compliance in the development sector is essential, including knowledge of major official donors • Ability to provide clear guidance on donor policies and procedures to other staff and partners • Experience setting up and managing donor compliance monitoring systems • Substantive experience within non-profit/social good organisation • Experience working on multi country and multi partner projects • Excellent interpersonal, communication and negotiation skills • Experience in capacity development • Ability to work in a multicultural context/environment
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Working proficiency in French and/or Portuguese, desirable • Experience managing Sida-funded programmes