

# Job Description



<b>Job Title:</b>	<b>Finance and Compliance Coordinator</b>		
<b>Cluster:</b>	<b>Finance</b>		
<b>Salary:</b>	\$48 122 (Including benefits)	<b>Contract Type:</b>	12 Months (with a possibility of renewal)
<b>Location:</b>	Preferred location CIVICUS Headquarters Johannesburg, South Africa. <i>For this recruitment, CIVICUS greatly encourages applications from suitable candidates in the Global South</i>		
<b>Reports to:</b>	Finance Lead		
<b>Direct Reports:</b>	N/A		
<b>Job Role</b>			
<b>Role Overview:</b>	The Finance and Compliance Coordinator will be responsible on leading financial and grant management to ensure the implementation of the Digital Democracy Initiative. The coordinator is expected to manage on project accounting, budgeting, sub-grants and financial reporting, and be responsible of communications and engagement with the donor in relation to grant compliance. Additionally, the Finance and Compliance Coordinator supports the capacity development of partners to ensure effective financial management and grant compliance, while also supporting the work of the CIVICUS finance team more broadly.		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Financial Management</b>	<ol style="list-style-type: none"> <li>1. Oversee project budget within approved limits – both for CIVICUS and other implementing partners.</li> <li>2. Prepare activity-based budgets and monitor actual monthly spend against budgets, and approve all transactions (including amendments) to budget</li> <li>3. Prepare budget amendments and coordinate internally and with the donors when amendments are needed</li> <li>4. Prepare CIVICUS expenses for upload to the accounting system, and review and ensure proper expense coding and documentation in addition to following up payments and support troubleshooting</li> <li>5. Support donor communications, engagement and negotiations in coordination with the project team.</li> <li>6. Ensure accurate and timely financial donor reporting, and timely disbursement requests.</li> <li>7. Respond to requests and queries related to subaward agreements, budgets, and spending, etc.</li> <li>8. Ensure information-sharing and learning exchanges between project and core operations.</li> </ol>		

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<b>Compliance</b>	<ol style="list-style-type: none"> <li>1. Provide advice and accompaniment to partners to strengthen their internal control systems, processes, and procedures for the project.</li> <li>2. Identify institutional risks and challenges related to financial management and grant compliance and recommend solutions to address them.</li> <li>3. Manage the project's internal and external audits and the coordination of action plans to close out any audit findings.</li> </ol>
<b>Forwarding of Funds</b>	<ol style="list-style-type: none"> <li>1. Monitor sub-recipient compliance with donor regulations and financial guidelines through site visits, desk reviews, and other mechanisms applicable to subrecipient monitoring.</li> <li>2. Proactively recommend actions necessary to resolve issues/concerns and negotiate agreements accordingly.</li> <li>3. Review of partners' policies and procedures to ensure that they comply with non-negotiable donor requirements and CIVICUS policies.</li> <li>4. Review partners' financial reports and ensure that only eligible expenses are charged to the grant.</li> <li>5. Help to prepare financial documentation necessary to conclude subgrant agreements with selected partners.</li> <li>6. Provide support and accompaniment to grantee partners where required</li> </ol>
<b>Other</b>	<ul style="list-style-type: none"> <li>• The role holder will from time to time be required to carry out any other duties that are within the scope of the job.</li> <li>• All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ol style="list-style-type: none"> <li>1. Relevant degree and/or professional qualification in Business Studies, Finance, or related field</li> <li>2. Proficiency in English, both verbal and written</li> </ol>
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in financial management and grants compliance in the development sector is essential, including knowledge of major official donors</li> <li>• Ability to provide clear guidance on donor policies and procedures to other staff and partners</li> <li>• Experience managing donor compliance monitoring systems</li> <li>• Experience in donor engagement and negotiation</li> <li>• Experience in sub-granting to small groups and/or to countries with critical civic space conditions</li> <li>• Substantive experience within non-profit/social good organization</li> <li>• Experience in facilitating accessible subgrants and simplifying requirements and reporting.</li> <li>• Experience working on multi-country and multi-partner Projects</li> <li>• Excellent interpersonal, communication and negotiation skills</li> </ul>

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	<ul style="list-style-type: none"><li>• Experience in grants capacity strengthening and development for regional and small CSOs.</li><li>• Ability to work in a multicultural context/environment</li></ul>
<b>Desirable Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"><li>• Experience managing EU and DANIDA-funded programmes</li><li>• Previous similar position in a progressive grant-making organisation</li><li>• Excellent knowledge of civil society financial capacity in different regions, particularly realities of smaller and less formal civil society groups in the Global South</li></ul>