

# Job Description



<b>Job Title:</b>	<b>Civil Society Resourcing, Grants Coordinator</b>		
<b>Cluster:</b>	Finance		
<b>Salary:</b>	\$47 000 - \$50 000 per annum	<b>Contract Type:</b>	Fixed-term (1-year)
<b>Location:</b>	South Africa, United Kingdom or United States (must have the right to work in these locations)		
<b>Reports to:</b>	Finance Lead		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>CIVICUS is seeking a proactive, solutions-oriented Civil Society Resourcing, Grants Coordinator to support the provision of financial assistance to members and partners of the CIVICUS alliance, including those working in restrictive funding environments. The ideal candidate will have experience in grant management and a firm grasp of the challenges and opportunities related to civil society resourcing. The incumbent will be a qualified accountant with advanced skills in Excel and financial data visualisation and analysis. Understanding of donor requirements and compliance issues is also a requirement. The position will sit in the Finance Cluster and work closely with the CIVICUS Solidarity Fund management team, operations/contracts team and programme leads.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Thought Leadership and Best Practice (20%)</b>	<ul style="list-style-type: none"> <li>Establishing and implementing flexible, innovative grant-making modalities in consultation with finance and operations teams; regularly reviewing, measuring and evaluating these to ensure they achieve impact</li> <li>Developing close working relationships with programme teams when tailoring grant-making modalities and member support mechanisms</li> <li>Strategically communicating goals and modalities to internal and external audiences, defining and explaining the purpose and intent of support mechanisms (e.g. Solidarity Fund) beyond the lens of funding</li> <li>Consulting regularly with grantees, members and other partners to understand their needs and priorities; supporting the decision structures in funds disbursement where appropriate</li> <li>Developing and maintaining a working knowledge of good practices within the progressive grant-making sector; advising relevant clusters and teams on trends and developments</li> </ul>		
<b>Systems Development and Maintenance (20%)</b>	<ul style="list-style-type: none"> <li>Assist in maintaining accurate information in a centralised database</li> <li>Follow-up with programme leads and/or recipients to receive and file financial reports and/or related deliverables</li> <li>Research and recommend innovative ways of working with smaller, informal fund recipients, including providing cost effective approaches</li> </ul>		

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	<p>to appropriately transfer funds and track, verify, monitor and report on partner expenditure</p> <ul style="list-style-type: none"> <li>Integrating grantee support as a core component of this work and monitoring programmatic alignment to both CIVICUS and the Funds' strategies.</li> </ul>
<b>Partner Assessments and Monitoring (20%)</b>	<ul style="list-style-type: none"> <li>Actively participate in the review of partner applications/checklists/assessments/programme audits, and ensure that financial risks are considered and mitigated prior to contracting</li> <li>Developing and monitor partner budgets, and carryout capacity building and field visits, as necessary</li> <li>Review financial reports for accuracy and completeness and support document management related to payment milestones and financial reporting</li> <li>Provide support to partners to strengthen financial systems and reporting, as required</li> </ul>
<b>Financial Accounting and Reporting (20%)</b>	<ul style="list-style-type: none"> <li>Review and process payment requests and other journals as per CIVICUS policies, ensuring proper expense coding, documentation and authorisation</li> <li>Review financial reports from partners and ensure that they are accurate, adequately supported and queries are followed up and cleared</li> <li>Monitor transfer of funds to partners, ensuring they are processed in a timely manner</li> <li>Actively participate in the production and interpretation of monthly management accounts and communicating key indicators to stakeholders</li> <li>Support year-end accounts and project specific reconciliations</li> <li>Assist in the preparation of sub-granting information for donor and annual reports</li> <li>Assist in the preparation of information required for auditors</li> </ul>
<b>Grant Compliance (20%)</b>	<ul style="list-style-type: none"> <li>Support project start-up and close-down as necessary in close coordination with programme leads</li> <li>Assist in the preparation of partner agreements, confirming alignment with donor grant agreements and reporting requirements</li> <li>Collaborate with partners and programme leads to find solutions to compliance issues related to civil society resourcing</li> <li>Provide training and guidance to programme leads and partners on compliance issues</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Professionally qualified Accountant (ACCA, ACA, CIMA, CIPFA, etc.)</li> <li>Fluency in English required.</li> </ul>

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<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>● 5-7 years working experience in financial environment; with at least 2 years direct experience coordinating non-profit international grant making programmes to support civil society actors</li> <li>● Applicants should be aware of the challenges and opportunities related to civil society resourcing, especially related to supporting smaller, less formal groups in the Global South, and in restrictive funding environments.</li> <li>● Experience working with multiple donors and multi country funding and a sound understanding of donor rules and regulations and reporting requirements.</li> <li>● Strong budgeting, financial forecasting and work plan management skills.</li> <li>● Excellent computer skills with advanced spreadsheet and data analysis skills.</li> <li>● Demonstrated commitment to and belief in the values, mission and ethos of the CIVICUS Alliance, and a sound understanding of how grant making should reflect diversity, inclusion and equity principles.</li> <li>● Demonstrated ability to work effectively in a fast paced and culturally diverse environment.</li> <li>● Applicants should understand the principles of data management and security and understand how it relates to the organisations' duty of care.</li> <li>● Ability to explain financial matters to non-finance colleagues</li> <li>● Must be flexible and willing to take on additional duties from time to time as appropriate.</li> </ul>
<p><b>Desirable Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>● Masters' degree in Accounting/Finance/Business Finance</li> <li>● Additional languages, especially Arabic, French and/or Spanish.</li> <li>● Experience with Sage Intacct</li> <li>● Experience in participatory decision-making structures</li> <li>● Experience working with grassroots groups, in different geographies and contexts</li> <li>● Experience working on statutory and project specific audits</li> <li>● Experience working with internationally dispersed colleagues</li> <li>● A global perspective, with significant experience living or working internationally</li> </ul>