**Environmental Justice Fund**

**Job description for Finance Associate**

Nature of the contract

Thisis a part-time position for an initial period of 1 year (1 July 2022 – 30 June 2023), with the intention to renew, funding permitting. The precise time commitment will be discussed with the successful candidate but the aim is for a 50% contract.

Accountability

The Finance Associate reports to the Director.

Core responsibilities

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| **No** | **Key Performance Area** | **Responsibilities** |
|  | FINANCIAL MANAGEMENT | Supporting the Director in the development and implementation of a financial sustainability strategy |
| Preparing the Fund’s annual budget including forecasting future expenditure |
| Supporting the Director in engagement with the Board to facilitate annual approval of the Fund’s budget |
| Ensuring that the Fund complies with all applicable finance-related legislation |
| Monitoring expenditure against grant agreements and ensuring that grant funds are spent according to agreed budget line items |
|  | FUNDRAISING AND DONOR RELATIONS | Preparing budgets for fundraising proposals |
| Preparing financial reports to donors |
| Tracking payment of tranches from donors |
| Responding to donor queries on financial issues |
| Participating in donor site visits and workshops where necessary |
|  | FINANCIAL OPERATIONS | Managing the Fund’s income, expenditure and cashflow |
| Processing invoices  |
| Processing travel and other reimbursement claims |
| Managing the payroll system  |
| Submitting all necessary funds and reports to SARS  |
|  | GRANTEE SUPPORT | Releasing grant money to grantees |
| Supporting the Director in scrutinising any financial reports from grantees |
|  | AUDIT | Engaging with auditors to facilitate the audit process and ensuring compliance with audit reports |
|  | GENERAL | Participating in recruitment of new staff where appropriate |
| Contributing to the creation of a workplace culture which reflects the values of the Fund  |
| Otherwise supporting the Director as required |

Minimum qualifications

Degree in finance.

Desirable work experience

At least 5 years’ experience in an environment working with donors.

Desirable competencies

* Ability to think about funding strategically and in the long term
* Familiarity with compliance in the finance context
* Ability to make financial concepts and processes accessible to people without financial training
* Highly organised and able to meet deadlines with minimal supervision

Desirable attributes

* Interest in environmental justice
* Openness to performing both high and low level tasks