TERMS OF REFERENCE

Position Title: Junior Budget Analyst

Programme/Hub/Area: Programme Finance

Salary: R25 000 – R30 000 per month (commensurate with experience)

Location: Cape Town, South Africa

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries’ access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision-makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to the management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

Background on Programme Finance

Programme finance serves as an integral part of the organisation, responsible for disseminating financial information to both internal and external stakeholders. This team plays a pivotal role within the organization, fulfilling its internal mandate by furnishing precise financial data to decision-making bodies and programme teams. Externally, the Programme finance team ensures the provision of accurate financial reports regarding program expenditures to our programme donors. Operating as a critical support function, we are dedicated to providing comprehensive financial information to both programme and hub personnel, reflecting our commitment to facilitating informed decision-making across the organisation.

Role Summary

Budget analysts prepare budget reports aimed at helping programmes monitor spending, rationalize costs, and balance their finances. They review historical budget allocations, perform cost analyses, and offer insight on how to ensure that the programme achieves a better financial position compared to past review periods.

In this role, you will be required to undertake the following:

Financial Reporting & Planning

- Execution of programme reconciliations for periodic reports per budget line, in programme currency.
- Calculate, forecast, analyse and monitor key ratios and financial metrics (burn rate as example).
- Update forecast with actual results monthly.
- Execution of programme partner financial reporting and forecasting, and corresponding management of programme cashflow from Donor to SSN and other partners.
- Providing support to Programme Managers/Leads in the realm of forecasting, whether within the tracker or an alternative tool, as long as the Caspio template remains amendable to population, facilitating subsequent provision to CASPIO Admin staff.
- Programme Reporting Calendar to be kept up to date, reflecting all additions and changes.
- Review and note signed Grant Agreements to ensure you are familiar with the overall programme.

**Indirect Expenses**
- Reconciling the Indirect Overhead expenses per programme (Monthly), across Forecasts and Actuals.

**General**
- Building and maintaining relationships with programme staff built on trust and mutual respect to ensure the successful and smooth execution of the programmes.
- This role encompasses more than the tasks mentioned above, and you may also be assigned occasional tasks that fall outside the scope of your responsibilities.

**Desired qualifications and/or experience**
- A degree or certificate in Finance, Accounting, Economics, or a related field.
- Relevant experience in financial analysis, budgeting, and forecasting would be beneficial.

**Skills**
- Strong analytical skills
- Attention to detail
- Proficiency in Microsoft Excel - Essential.
- Effective communication and interpersonal skills are also important for building relationships with program staff. The ability to prioritize tasks, and adapt to changing priorities is key for success in this role.

**Application process**

To apply, please complete the following [Application form](#).

Applications will close at midnight on **23 June 2024**. Shortlisted candidates will be contacted within two to three weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN is committed to providing equal opportunities and practicing affirmative action employment relating to race, gender and disability. SSN reserves the right not to make an appointment.