

TERMS OF REFERENCE

Position Title: Budget Analyst

Programme/Hub: Programme Finance Team

Monthly Salary : R40 000 - R50 000 per month

Duration: Fixed-term contract

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 organisation, 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, rationalise 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.

This position will report to the Assistant Chief Financial Officer.

Roles and responsibilities

While the responsibilities outlined below form the core of this role, there may be occasions when you are asked to support additional tasks that contribute to the team's overall objectives.

Financial Reporting & Planning

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

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.
- Devising optimal strategies for Programme Managers/Leads who might find themselves navigating intricate organisational processes.

Skill and Experience Requirements

- Excellent communication skills, verbally and in writing
- Excellent organisational skills and ability to work independently and on a team
- Ability to attend to details; meticulous
- Proficiency in basic Microsoft suite, including Word, Excel
- Experience writing professional letters and emails

Qualifications:

- Finance, Accounting, or related qualification (Diploma, or Degree).
- 5 Years or more working experience in a mid-level finance position
- Willingness to learn and develop within a finance role.

Application process

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

Applications will close at **midnight (SAST) on 9 June 2025.**

Shortlisted candidates will be contacted within two 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. Only candidates who are eligible to work in South Africa will be considered for this post, and preference will be given to previously disadvantaged individuals. SSN reserves the right not to make an appointment.