

TERMS OF REFERENCE

Position Title: Programme Finance Administrator

Programme/Hub: Programme Finance Team

Monthly Salary: R17 000 - R18 500 per month

Duration: Fixed term

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

The Programme Finance Administrator will provide critical administrative and financial support to the Programme Finance team. This role ensures smooth processes around per diems, on-granting reconciliations, contract tracking, and support via WRIKE (WRIKE is a cloud-based project management and collaboration tool used by teams to plan, execute, and track work in real time). The individual will play a pivotal role in aligning financial documentation with donor requirements and maintaining the accuracy of programme financial information. 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.

1. Per Diem Management

- Calculate per diems in accordance with current donor-specific requirements and internal policies.
- Keep per diem rate tables updated.
- Verify supporting documents for per diem requests.
- Submit per diem requests for timely processing and payment.

2. On-Granting Reconciliations

- Support in the preparation of both micro and macro grant financial reconciliations.
- Assist in compiling and reviewing supporting documentation for reporting.
- Coordinate with relevant teams to ensure timely and accurate submission of on-granting reports.
- Assist in checking invoices for disbursement requests and that these invoices aligns with the grantee agreement milestones and deadlines.

3. Contract Tracking

- Conduct weekly check-ins with the Contracts Hub to monitor new contracts and signed amendments.
- Inform your line manager of relevant contract changes to ensure programme budgets reflect the latest agreements.

4. WRIKE Project Management Support

- Assist with WRIKE task submissions on behalf of the Programme Finance team.
- Track progress and follow up to ensure timely task completion.

5. WRIKE Champion

- Serve as the team's WRIKE Champion by maintaining an organised and user-friendly WRIKE workspace.
- Provide support and guidance to team members on WRIKE usage.
- Suggest and implement improvements to workflow and task management within WRIKE.

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 the basic Microsoft suite, including Word and Excel.

Qualifications:

- Currently enrolled in a finance, accounting, or related qualification (Certificate, Diploma, or Degree).
- A completed qualification is beneficial but not required.
- Willingness to learn and develop within a financial role.

- Previous administrative experience (including internships or part-time work) is an advantage.

Application process

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

Applications will close at midnight (SAST) on **5 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.