

Open Society Foundation for South Africa (OSF-SA)

FINANCE UNIT: GRANTS FINANCE ANALYST

Based in Cape Town, the Grants Finance Analyst will strengthen OSF-SA's financial assessments, monitoring and reporting of grantee budgets, financial analyses, and reporting. The successful candidate will report to the Finance Manager.

With a focus on the following (but not limited to):

- Strengthen financial assessments, monitoring and financial reporting of grants.
- Review grant applicant's budgets for relevance, accuracy and reasonableness at various stages of a grant.
- Ensure applicants budgets comply with funding requirements.
- Review grantees financial reports (interim, calendar year-end and final) with a special focus on financial compliance, accuracy, reasonableness, deviations, and line item spending.
- Review and analyse grantees financial statements.
- To perform grantee "Financial Health Checks" for the benefit of the OSF-SA grant making and programme teams.
- To assist OSF-SA Management by providing relevant financial analysis and reports on grantee spending.

Key Areas of Responsibility

1. During the Grant Application and Recommendation Writing Phase, review applicant's budget for compliance, relevance, completeness, accuracy and reasonableness
2. Complete a Grantee Financial-Health check list
3. Conduct grantee financial risk assessments when required / requested
4. Support the organisation in assessing grantees ability to meet financial reporting obligations
5. During the Grant Preparation Phase, ensure accuracy and correctness of all grant budgets and ensure that the grant budget complies with OSF's requirements
6. During the Monitoring of Grants Phase review interim, calendar year-end and final financial reports and / or statements from grantees for compliance and risks
7. Support the FM in assessing and recommending remedial steps, where required for grantees.
8. At Closing of Grants Phase review final financial reports of grantees for completeness, accuracy and compliance
9. To provide management with relevant analyses and reports related to the financial spending and constraints faced by grantees
10. Review and check grantee and OSF prepared budgets in grant recommendations and grant agreements
11. Review and check accuracy of budget allocations in instances of thematic co-funding for grantees (or vice -versa)
12. Perform other projects relevant for the role as determined by the Directors from time to time.

Minimum Requirements

Qualifications and Experience	Knowledge
<ul style="list-style-type: none">• B. Com Accounting degree• At least 2-3 years' experience in a financial, audit or governance environment	<ul style="list-style-type: none">• Microsoft: Word and Excel• Report writing• Financial /analysis• Risk assessment• Budgeting• Knowledge of donor and NGO business models and operations is preferable
Skills	Behaviours

<ul style="list-style-type: none"> • Communicate effectively (verbal and written) • Must be able to plan, prioritise and organise resources and deliverables • Must be able to work under time pressures and travel locally • Be a problem solver • Be able to think strategically • Pay attention to detail (accuracy) • Good presentation skills • Able to always meet deadlines 	<ul style="list-style-type: none"> • Team player within a diverse work environment • Building and managing relationships • Show initiative • Ability to work independently • Honesty, integrity, and high levels of professionalism and confidentiality
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If you would like to apply for this position, please send your updated CV together with a covering letter to hr@osfsa.org.za

Please note that only shortlisted candidates will receive a written response. If you do not receive a response within two weeks, you may assume that your application has been unsuccessful.