

## Job Description: Finance & Administrative Officer

Reports to: Parliamentary Engagement Manager  
Programme Manager  
Executive Director

Location: Johannesburg

Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) is an organization committed to empowering citizens with the tools to make democracy work. In partnership with Westminster Foundation for Democracy (WFD), DWF has recently been awarded a contract for the EU program: *Enhancing CSO Participation in Legislatures' Oversight and Participation Processes*. The main objective of the program is to strengthen the capacity of local Civil Society Organisations (CSOs) and provincial government to engage effectively on two critical development themes (Safety and Security, and Health) in three selected provinces: the Northern Cape, North West, and Limpopo.

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID) specialising in parliamentary strengthening, political party development and elections support. It does this primarily by supporting the development of parliaments, political party structures and civil society organisations.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to Asia and Middle East and North Africa in recent years. In 2012, the organization celebrated its 20th anniversary – a year in which it's set to greatly increase its role and impact as a world leader in supporting the development of democracy. For more information, please visit [www.wfd.org](http://www.wfd.org)

### Position Summary

Responsible for overall financial management of the project including compliance with financial policies and procedures, budgeting and generation of budget performance reports, monitoring and reporting on variances; quality assurance of financial reporting and capacity building support to finance staff of CSOs; supports audits/ financial verification processes.

This is a fixed term contract until the end of the project in August 2020.

<b>Areas of Responsibilities</b> <i>(Please list the key responsibilities for this role)</i>	
<b>Financial administration</b>	<ul style="list-style-type: none"> <li>• Assist with the preparation of the Programme budget</li> <li>• Produce monthly expenditure reports and monitor expenditure within the Programme budget lines</li> <li>• Prepare monthly programme reconciliation and forecast</li> <li>• Prepare quarterly financial report in line with DWF and donor requirements</li> <li>• Process local income and expenditure and input all transactions onto the online accounting system</li> <li>• Process invoices and bills relating to the Programme and in line with DWF policy</li> <li>• Monthly bank reconciliations</li> <li>• Preparation of monthly accruals</li> <li>• Preparation and analysis of local cash flow</li> </ul>
<b>Logistical support</b>	<ul style="list-style-type: none"> <li>• Provide logistical support to programme activities such as booking venues, flights, transport, accommodation and organising catering, etc.</li> <li>• Work closely with the London based team to provide support for visits to and from the UK</li> <li>• Assist in maintaining contact with key players, including donors and implementing agencies working in the same field</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• To maintain an understanding and awareness of DWF's risk management policy and procedures and to report any actual or potential incidence where DWF could be operating outside its 'risk appetite'.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Records management: <ul style="list-style-type: none"> <li>○ Maintain and ensure documents and files are accessible and appropriately filed for general audit purposes</li> </ul> </li> <li>• Liaise with programme suppliers and service providers</li> <li>• Apply procurement process consistent with DWF policy</li> <li>• Undertake organizational responsibilities as assigned</li> </ul>

#### **Job qualifications**

- Minimum of an undergraduate degree in a relevant discipline for eg. Accountancy, Project Administration, or Business Studies
- Excellent written and oral communications skills in English

- Experience of, and excellent abilities in, financial administration including management of cash flows, balance sheets, sizeable budgets (planning, monitoring and reporting), and experience of using accounting packages (e.g. SAGE)
- Excellent IT knowledge and skills (eg Microsoft Office applications)
- Knowledge of EU/EC rules, reporting processes and other policies would be an advantage
- A sound understanding of the South African parliamentary system and political background

### **Experience**

- At least three to four years' experience in office administration or in a similar role
- Experience with procurement policies and processes
- Proven experience/knowledge of the civil society / public sector / international representative office / NGO

### **Other skills and behaviours**

- Ability to work independently and be self-motivated
- Excellent interpersonal and communication skills
- Good networking skills and ability to establish contacts.
- An understanding of and affinity with DWF's vision, mission and values.
- Good attention to details

### **Specific job constraints**

- Preferred candidate must be a South African citizen or permanent resident, be in possession of a valid work permit for work in South Africa or refugee with permission to work in South Africa.
- Must be in possession of a driver's license valid for South Africa.
- The working language of the Southern Africa office is English.