

DEMOCRACY WORKS FOUNDATION VACANCY

Position: Finance Officer

Location: Johannesburg

Start date: 02 May 2018, or as soon as possible

Contract type: Fixed term

Democracy Works Foundation (DWF) is an organisation 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: Northern Cape, North West, and Limpopo.

Westminster Foundation for Democracy was established in 1992 to support the development of democratic institutions around the world. **Parliamentary strengthening** - WFD programmes support parliaments that are committed to building capacity to represent citizens, scrutinise the executive, and debate and adopt effective legislation. **Political party development** - WFD works with UK political parties to provide tailored support to a range of parties worldwide. **Electoral assistance** - WFD is the main UK organisation to train and deploy UK election monitors to European Union and OSCE/ODIHR

Submission deadline: **C.O.B. 01 April 2018**. Please send submissions to recruitment@democracyworks.org.za, stating the position title in the subject line of your email.

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

Position Summary

The position will be 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.

Duties and responsibilities (may include, but are not limited to):

- Assist with the preparation of the Programme budget
- Produce monthly expenditure reports and monitor expenditure within the Programme budget lines
- Prepare quarterly financial report in line with DWF and donor requirements

- Process local income and expenditure and input all transactions onto the online accounting system
- Process invoices and bills relating to the Programme and in line with DWF policy
- Provide logistical support to programme activities such as booking venues, flights, transport, accommodation and organising catering, etc.
- 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'.
- Maintain and ensure documents and files are accessible and appropriately filed for general audit purposes
- Apply procurement process consistent with DWF policy
- Undertake organizational responsibilities as assigned

Qualifications and experience

- Minimum of an undergraduate degree in a relevant discipline for eg. Accountancy, Project Administration, or Business Studies
- At least three to four years' experience in finance and office administration
- Knowledge of EU/EC rules, reporting processes and other policies is essential
- 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)
- A sound understanding of the South African parliamentary system and political background
- 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.

Selection Process

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

Democracy Works seeks to ensure that all qualified people have an equal opportunity to obtain a position and that those who have been discriminated against unfairly in the past are treated in accordance with the legal obligations imposed by the country in which employment is taking place as well as the affirmative principles of the organization.

Due to the short timeline for this requirement DWF will review applications throughout the advertising period and will only consider applications submitted by the stipulated close date. Only shortlisted candidates will be notified for interviews. *If you have not heard from us within two (2) weeks after the closing date, please consider your application unsuccessful.*