

TERMS OF REFERENCE

Position Title: Junior Finance Analyst

Name of Project: The Climate Adaptation and Resilience (CLARE): Research for Impact (R4I) Hub

Salary: : R25 000 – R30 000 (commence rate with experience)

Duration: One year, with potential for a further year (6 month probation included).

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 management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About CLARE R4I Hub

The [Climate Adaptation and Resilience \(CLARE\)](#) programme is a £110m, UK-Canada framework research programme on Climate Adaptation and Resilience, aiming to enable socially inclusive and sustainable action to build resilience to climate change and natural hazards in Africa and Asia-Pacific. CLARE is a joint initiative co-designed and funded by the United Kingdom's Foreign, Commonwealth and Development Office (FCDO) and Canada's International Development Research Centre (IDRC). The UK is the majority funder of the initiative, providing 85% of the 'CLARE Research' funding and funding CLARE Services and Partnerships. Canada provides 15% match-funding towards CLARE Research and is its main delivery partner. Both organisations work closely to set the strategic and technical directions of the initiative.

CLARE places significant emphasis on getting knowledge and evidence into use. CLARE is an action-orientated research programme, with each project in the CLARE portfolio designed to produce knowledge and actionable adaptation solutions and tools in collaboration with end users, that result in the uptake and use of new policies, approaches, and tools that increase the resilience of vulnerable communities.

The CLARE Research for Impact (R4I) Hub, hosted by SSN supports CLARE project teams to strengthen their research for impact capability through a learning agenda on research for impact and synthesis of lessons. SSN also looks for opportunities to amplify the evidence and knowledge from CLARE in regional and international policy processes.

About 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 Junior Finance Analyst will support the R4I Hub in managing various aspects of programme finance aimed at helping the programme monitor spending, balance its finances, provide financial analysis for decision making, prepare reports and offer insights on how to improve financial performance where needed.
- This position will be based in Cape Town, South Africa and the successful candidate will be expected to work from the SouthSouthNorth offices at least 2 days per week.
- The job holder will report to the R4I Hub Coordinator while working closely with the broader hub.

Roles and Responsibilities

1. *Expense monitoring*

- Daily maintenance of the expense tracking tool.
- Review monthly accounting logs against expense reporting tracker and liaise with the Finance Hub and Programme Finance Team to process queries and corrections.

2. Budgeting

- Review budget allocations and perform cost analyses to inform work planning and resource allocation.
- Participate in work plan discussions and develop budget revisions to reflect work plan amendments. Present budget revisions to the R4I Hub Coordinator and Lead for approval.
- Coordinate with team members to develop detailed budgets for outcome areas.
- Develop detailed budgets for programme activities such as travel and events.
- Develop programme budget amendments as needed for donor approval.
- Support the process of maintaining programme budget codes.

3. Forecasting

- Support the R4I Hub team with forecasting to ensure monthly updates of the forecast tracking tool.
- Use the forecast tracking tool to develop quarterly forecast reports for the SSN Finance Hub.

4. Procurement

- Work closely with the R4I Hub team to support procurement of goods and services by preparing budget calculations, monitoring approvals and contracting status, and developing payment plans (where necessary).

5. Financial Reporting and Analysis

- Execute programme reconciliations for periodic reports per budget line in the programme currency.
- Perform periodic analysis of costs and expenditure trends.
- Support preparation of the annual financial donor report and management of programme cashflow from the Donor to SouthSouthNorth.
- Develop customised reports e.g. per budget category or outcome area.
- Submit quarterly International Aid Transparency Initiative report.
- Calculate, forecast, analyse and monitor key ratios and financial metrics (such as burn rate).
- Programme Reporting Calendar to be kept up to date, reflecting all additions and changes.

6. General

- Stay abreast of latest donor and SSN organisational finance policies and processes. Under direction of the Coordinator, adjust R4I Hub systems and processes to reflect such changes and keep the R4I Hub team informed accordingly.
- Liaise with R4I Hub staff to ensure supporting documents are complete and saved correctly in Wrike, Caspio and Dropbox (as needed).

- Maintain programme finance tools and processes and periodically provide feedback on how systems may be enhanced.
- Building and maintaining relationships with R4I Hub staff built on trust and mutual respect to ensure the successful and smooth execution of the programme.

Skills and Experience Requirements

Essential

- Excellent financial forecasting and budgeting skills.
- Excellent written and verbal communication skills (in English)
- Excellent computer skills with a focus on Microsoft Suite.
- Excellent administrative skills.
- Excellent analytical skills and attention to detail.
- Effective communication and interpersonal skills are also important for building relationships with staff from the programme and other Hubs.
- The ability to be proactive, prioritise tasks, and adapt to changing priorities is key for success in this role.

Required qualifications and/or experience

- A degree or qualification in Finance, Accounting or a related field.
- 3 years relevant experience in financial analysis, budgeting, expense reporting, financial reconciliations and forecasting.
- Experience using basic project management software such as Wrike (desirable).

Application process

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

Applications will close at midnight on **2 March 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 is committed to providing equal opportunities and practicing affirmative action employment relating to race, gender and disability. SSN reserves the right not to make an appointment.