

FINANCE AND GRANT ADMINISTRATOR

Anywhere in South Africa (remote, hybrid, full-time) (Ref: OPS003)

Do you have a passion for shaping a cleaner, more sustainable, more just and more inclusive world? Do you want to be part of a small but growing team that aims for excellence, takes ownership and is deeply curious and adaptable in their thinking? If so, keep reading and learn more about [Rabia](#)

WHAT WILL YOU DO

The Finance & Grant Administrator provides accounting, administration and donor funding support for the operations, such as:

- Prepare a master budget to track and monitor expenditure against projects
- Track rate of spend on donor grants and provide insights for effective utilisation
- Prepare and submit financial information for donor reporting
- Share insights and provide information during the grant application / proposal phase
- Administratively onboard and manage grant funding
- Prepare mid-term and annual grant financial reports
- Prepare monthly payments and forecast schedules to ensure our team, associates, and suppliers are paid on time
- Reconcile monthly bank statements and allocation of expenses
- Prepare monthly management accounts
- Prepare cashflow forecasts and provide support in proactively managing cashflow
- Support monitoring of investment portfolios and returns
- Plan and coordinate annual financial audit and work closely with the auditor and accountant
- Design and implement financial policies, procedures, and internal controls
- Maintain the fixed asset register and related insurances
- Identify risks, design and implement appropriate steps to mitigate risks
- Contribute to the preparation of information for the Board and sub-committees
- Project manage and implement any finance related initiatives

WHAT WE OFFER

- An environment which supports learning and growth. We help you refine and master your craft by giving you opportunities to showcase your superpowers and develop your skills and experience.
- Career development opportunities. We are young and growing, so if you have the appetite to grow, there is room to learn, develop and grow with us.
- Balance. Since our work is built on love, compassion and interconnectedness, we give you space to think, work, rest and play. In addition to your annual leave, we also take a three week break during the December and January holiday to recharge.

- Market related remuneration, commensurate with the level of the position and your experience. We are also introducing the opportunity to earn a bonus.

WHAT WE ARE LOOKING FOR

This role requires a candidate who has:

- Financial management or accounting qualifications (National Diploma or Degree)
- 3 to 7 years of experience in grant administration as a Grant Administrator or understudy to a Grant Finance Manager
- Strong knowledge of sound accounting practices, where knowledge of donor grants and experience in the non-profit sector would be advantageous.
- Exceptional attention to detail.
- Financial acumen and strong numerical ability
- Analytical, with ability to express qualitative and quantitative information
- Takes ownership, is action orientated, and able to follow through on decisions and instructions
- Is self-managed with the ability to prioritise and meet deadlines
- Has good interpersonal skills to develop effective relationships internally and externally
- Has strong clerical skills to organise information
- Excellent verbal and written communication skills
- Has verifiable experience and qualifications, and a clear credit and criminal record

ABOUT THE APPLICATION PROCESS

If you have talent and a passion for creating a better future, send your CV and a short simple video (max 3-4 minutes) to info@inevoconsulting.co.za by quoting the reference number OPS003 by no later than 24 January 2025:

- Tell us a little bit about yourself
- How will you use a specific skill set that you have in the advertised role?
- Tell us about the most valuable feedback you have received in your career?
- Why do you want to join the Rabia team?

We will invite shortlisted candidates to an interview to connect more deeply. Verification checks will be undertaken before an offer is made.