

Terms of Reference - Finance Assistant
Global South Talent Pool
1 April 2025 - 31 December 2025

Title: Finance Assistant, Entry level position

Term: 9 Months

Start Date: 1 April, 2025

ABOUT GRP

In 2014, the Global Resilience Partnership (GRP) was established to advance resilience. Today, this need is greater than ever. While the magnitude of global challenges has escalated, there are tremendous opportunities for transformation towards sustainable and resilient futures. We remain steadfast in our belief that the only way to tackle these challenges and grasp the opportunities is through partnership.

ROLES AND RESPONSIBILITIES

GRP is looking for a Finance Assistant who will work as part of the Secretariat. This position is an entry level position located in the Western Cape, South Africa. The Finance Assistant will assist in maintaining financial records, processing transactions, financial reporting and other financial and administrative tasks. This position is part of the Operations and Finance Team. The Finance Assistant will work closely with the Finance Manager and report to the Operations Director.

Main Responsibilities:

Financial Transactions

- Process invoices, payments, and reimbursements in line with financial policies.
- Prepare and verify expense claims and reimbursements.
- Assist with bank reconciliations and cash flow monitoring.
- Weekly Bank Reconciliations.

Financial Reporting

- Assist in preparing monthly, quarterly, and annual financial reports.
- Maintain accurate financial records and support audit preparations.

Compliance & Controls

- Ensure adherence to financial policies and donor requirements.
- Support in forex compliance, including yearly forex limit maintenance and reporting.

Other Duties

- Support the operations and finance team with administrative tasks.
- Assist in budgeting and forecasting exercises.
- Liaise with vendors, staff, and finance and operations team on payments and financial queries.
- Assist with monthly time reports
- Assist with travel claims and authorisations

Deliverables & Key Performance Indicators (KPIs)

- Timely and accurate processing of financial transactions
- Compliance with financial policies and audit requirements
- Accuracy in financial reports and reconciliations
- Effective support in budget preparation and forecasting

QUALIFICATIONS

- 0-3 years of work experience from similar work
- Bachelor Degree in accounting or related fields, or studying towards or completed professional qualifications in accounting or related fields
- Experience of Xero Accounting Software
- Proficient in Excel
- Detail oriented
- Knowledge of Foreign Exchange Regulations in South Africa
- Fluency in English is a requirement
- The candidate should be a national of a country eligible for Official Development Assistance as defined by the [OECD-DAC](#)

TERMS OF THE CONTRACT

The work related to this TOR will commence on 1 April 2025 and finish on 31 December 2025. The period of the contract will be for 9 months, with a one-month probation period. There is potential for renewal depending on performance and availability of funding. This is a full-time contractor position with 40 hrs work per week, over-time can be required occasionally which will be compensated. GRP has a generous leave policy and the contract includes flexible leave days. The expected compensation range is USD 1,000.00-1,200.00 per month, the final rate will be based on qualifications of the selected candidate. The candidate should have access to a computer, phone and internet connection. The monthly rate is inclusive of the compensation for using own work equipment. GRP strives to be a workplace free from discrimination and with equal opportunities for all.

Location: Western Cape, South Africa, should be able to work from the office in Stellenbosch for 3 days per week.

LEAD GRP CONTACT

GRP Finance Manager, Danjo Pienaar, dpienaar@globalresiliencepartnership.org

To apply, please upload your C.V. (2 pages MAX) and cover letter (1 page MAX) to this [Google Form](#).

We look forward to receiving your application! **Apply by 28 February 2025, 23:59 South Africa Standard Time.**