



**Vacancy at the South Durban Community Environmental Alliance for a Senior Finance Administrator & Executive Assistant to be based in the Durban office.**

With a minimum of 10 years of experience working with multiple funders and accounts, the Senior Finance Administrator will deliver on the organisation's financial management and reporting requirements and support achieving the organisation's and its partners' strategic financial objectives. Ideally, the candidate should reflect a commitment to SDCEA's vision, mission, and values.

**KEY RESPONSIBILITIES**

- Exercise financial direction through support and teamwork to assist staff in achieving their work results, ensuring timeous delivery of funder and financial reports
- Report to and take direction from the Executive team and coordinator as and when required
- Ensure Statutory compliance and good practice, NPO registration, the SDCEA Trust
- Oversee and ensure updating of relevant financial procedures, policies, complex funding proposals and reporting formats
- Liaise with funders and manage funding contracts, including preparing schedules, applications, and budgets
- Respond promptly to funding-related queries and audit requirements
- Monitor funds, manage expenditures, ensure the accuracy of processes and data and report on the status of contracts, including deadlines and re-applications to the Executive team

**REQUIREMENTS**

- Relevant post-graduate qualification in finance, accounting, or business administration or related qualifications
- Experience in the non-profit sector or similar organisation
- Experience in working with multiple funders and accounts
- Accountability for daily planning, implementation and controlling of finance-related activities
- Experience in reporting and presenting financial plans and reports to the SDCEA executive and steering committee
- Preparation of monthly financial and administrative documentation for the NGO's Bookkeeper
- Excellent oral and written communication skills in English
- Strong work organising skills that ensure high quality, time-bound deliveries will be met
- Excellent interpersonal skills over digital platforms (Zoom and Teams), telephonically and in-person
- Commitment to confidentiality
- Being willing to work as part of a diverse and dynamic team
- Work closely with the NGO's bookkeeper and Auditor
- Demonstrated computer literacy, including Microsoft's Office, web-based systems such as SharePoint, Google Drive, Teamwork, and
- A current driving license (Code 8)

**KNOWLEDGE REQUIRED**

- Vision, mission, structures, policies, procedures and systems of SDCEA
- Requirements for meeting standards for the annual audit
- Required reporting formats, particularly Log Frame Analyses (LFA)
- Administrative computer packages
- Cash Flow forecasts and the development of Budgets
- Relevant, up-to-date computer software
- Principles of Adult Learning: the values underpinning staff training
- Teamwork: elements of building teams

- Able to manage relevant incoming and outgoing emails

Please email your application to [shanice@sdceango.co.za](mailto:shanice@sdceango.co.za) with the following subject line:  
**Senior Finance Administrator & Executive Assistant by 15 November 2024**

**Applications must include:**

1. A detailed CV with three contactable references and
2. A motivation letter describing your interest and potential contribution to this position.

\*Note that this is a summary of the position advertised. A full job description is available on request.