

## **Job Description: Project cost controller**

### **Position Overview:**

INSPIRE (Initiative for Social Performance in Renewable Energy) is seeking a highly motivated and skilled person to join our team as a Project cost controller.

As a member of the INSPIRE team, you will play a crucial role in supporting our organisation's critical day to day project implementation work. Your work will contribute to advancing social performance in South Africa's renewable energy sector and promoting best practices in the field.

This post offers a valuable opportunity to put your accounting and project management skills to contribute to a just energy transition in South Africa and beyond.

### **Key Responsibilities:**

1. Assisting the technical experts in the compilation of proposed project budgets
2. Management of the approved project budgets, overseeing and administering the detailed ringfenced project cash flow in compliance with the project funding agreements and company financial policy.
3. Assist the project leadership by coordinating project financial aspects of the projects with the relevant members of project teams on a daily / weekly basis as the case may require for the projects to run effectively.
4. Financial reporting monthly on ringfenced project budgets and cashflow to the company financial administrator and project leaders / directors and proactively address any important financial issues as necessary to run effective projects on budget and in accordance with financial policy.
5. Development, application, and ongoing improvement of financial and procurement policy in the administration of the project budgets.
6. Assist the Company financial administrator with inputs to maintain the company management always accounts in a current and compliant state.

### **Qualifications and Skills:**

- Degree in Accounting.
- 5 years relevant work experience in grant funded nonprofit space .
- Excellent ability to compile and manage budgets and to report on these budgets in a simple and clear way to non-financial managers.
- An understanding of project management and ability to work with project technical expertise to manage budgets, cashflows and procurement protocols.
- Very good written and verbal communication skills, including the ability to write / compile clear and concise financial reports.
- Attention to detail and the ability to self-organise and prioritise tasks effectively.

- Good understanding of Not-for-Profit ethos and financial policy management.
- Demonstrate an interest in renewable energy, social impact, and sustainable development.
- Ability to work both independently and collaboratively in a team environment.
- Strong interpersonal skills and cultural sensitivity to work effectively with diverse stakeholders.
- Proficiency in MS Office suite (Excel, PowerPoint).
- Proficiency and ability to work with accounting software (SAGE and other in order to effectively manage and report on ringfenced project accounts

**Duration and Compensation:**

This is a full-time position / consulting appointment for a term of 6 months (May-October 2024), with an option to renew if the funding is available and the KPI for the work is met.

The remuneration package is R348 870 gross for the duration of the term.

Flexible working arrangements can be considered, and the work is to be conducted remotely.

The applicant will need to have own computer sufficient to run the software applications necessary.

**Application Process:**

To apply for this position, please submit the following documents to Action Appointment

1. Cover letter expressing your interest in the position.
2. Updated resume/CV highlighting relevant education, skills, and experience.
3. Sample of a project budget with explanation of the methodology used.

Note: Only shortlisted candidates will be contacted for an interview.

INSPIRE is an equal opportunity employer and encourages applications from individuals of all backgrounds. We value diversity and inclusion in our team.

For more information about INSPIRE and our work, please visit our website [www.inspire-excellence.net](http://www.inspire-excellence.net).