



JOB DESCRIPTION

JOB PROFILE

Job Title	Alpha Grant and Giving Administrator
Department	Core Operations – Finance
Team	Global
Reports to	Senior Finance Analyst / Giving Coordinator
Location	Cape Town or Johannesburg, South Africa
Travel Required	None / Minimal
Work Pattern / Hours	Full-time (Monday-Friday, 09.00 am - 17.00 pm)
Date	January 2025
Type of Contract	Permanent

ROLE CONTEXT

The vision for Alpha International (AI) is the re-evangelisation of the nations, revitalisation of the church and the transformation of society. Alpha South Africa, as a Christian organisation, shares the Alpha International vision, mission and goals through a partnership working agreement.

Each member of our team plays a vital role in making our vision a reality. As a Christian organisation, our faith is an integral part of our working culture.

Alpha's mission is to equip the church to help people to discover and develop a relationship with Jesus. Our primary way of carrying out our mission is by equipping churches around the world with Alpha – a series of sessions exploring the Christian faith.

ROLE PURPOSE

This role aims to support Alpha's global grant and gift administration processes. The role holder will work closely across Alpha's global finance and fund development teams. This role will support the administration of the end-to-end process for grant outwards and gifts received by cash, cheque, credit/debit card, standing order, direct debit, bank transfer and through 3rd party payment providers for Alpha.

KEY RESPONSIBILITIES

- Administer the end-to-end process for grant requests across AI departments and budget data entry into Salesforce, ensuring accuracy and consistency
- Ensure that all grants have their requirements completed /adequate report back provided before the next grant
- Assist budget holders and administrators with maintaining financial records in compliance with organisational policies and requirements
- Assist the AI Senior Finance Analyst in tracking budget allocations and expenditures, identifying discrepancies or issues
- Assist in tracking the status of grant applications, disbursements and monitoring reports

- Update and maintain grant records in Salesforce, ensuring information is accurate and up to date
- Provide support to internal and regional teams, helping to ensure the correct use of the grantee portal.
- Help generate reports on-budget performance, including budget-to-actual comparisons
- Assist Giving Coordinator in entering and accurately coding all gifts in the system according to the Alpha Global gift coding structure - seeking clarity and resolutions where required in consultation with the Fund Development team
- Support the preparation, submission and administration of funds received from Gift Aid claims to HMRC
- Support the Giving Coordinator with ad-hoc reporting and tasks as necessary
- Help prepare documentation for audits and grant reviews
- Help to ensure donor records are kept up-to-date and accurate with the latest info - contact details, relationships, interactions, bio's etc
- Help the AI Director of Finance on organising and controlling diary, Zoom meetings, bookings, and expenses and taking team meeting minutes and communications
- Support Fund Development in sending out annual giving statements

ROLE DIMENSIONS

Budget Management	None
People Management	None
Key Relationships - Internal	Finance, Fund Development, HTB Group Giving Team, regional Alpha giving personnel, Systems Specialist/Salesforce Admin
Key Relationships - External	3rd party payment providers, auditors

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Well organised and confident with numbers Excellent eye for detail and highly organised
- Experience in financial processing, reporting and reconciliation
- Discretion – understanding the need to keep information confidential
- Strong MS Office skills (Word, Excel, Outlook)
- Excellent communication and interpersonal skills
- Experience working in a busy professional office environment
- Proactive attitude, willingness to be involved in varying projects and tasks
- Proficient problem-solving skills
- Team player
- Commitment to the vision and aims of the organisation; passionate about Alpha as a tool for evangelism

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

- Previous experience working with a fundraising database
- Previous Salesforce experience (as a fundraising database)
- Previous experience in grant administration or financial management is a plus
- Experience running Alpha either online or in person
- Based in a church running Alpha at least once a year

WORKING ENVIRONMENT

We have a purposeful working environment where we strive for excellence in everything we do. Our workplace culture is shaped by our values which are AUGHT. They are Audacity, Unity, Generosity, Humility and Tenacity. We respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. It is an inspiring and energising place to work where innovation and creativity is encouraged alongside passion and discipline. The staff community is warm and engaging, with lifelong friendships being built.

WORK EXPECTATIONS

- Hybrid Working
- Work days: Monday - Friday
- Working hours: 09:00 am – 17:00 pm (with flexibility to accommodate different time zones)
- Full-time role based in Cape Town or Johannesburg
- 25 days holiday per annum
- Available to work key dates during some courses and events
- [Required] Attendance (remote) at Monday morning Staff devotions (South Africa and Global team)
- [Optional] Attendance (remote) at Tuesday HTB Group staff meeting
- Three-month probation period
- Travel may be required for global team events

APPLICATION PROCESS

1) Complete the application form:

- [Alpha Grant and Giving Administrator - Application Form](#)

2) Email your CV and Cover Letter motivating your application for this role to:

- hr@alphasa.co.za

- Title your email: Grant and Giving Administrator- Full Name/Surname

NB: Applications will not be considered without an accompanying CV and Cover Letter sent to hr@alphasa.co.za