



POSITION: Administration and Finance Officer (Programmes)

REPORTING TO: Country Director and Operations Manager

REMUNERATION: Competitive

LOCATION: Johannesburg – Midrand

START DATE: 01 March 2023



Background

One Child One Family Hope and Homes for Children South Africa (HHCSA) is an independently registered Not-for-Profit organisation working in South Africa. As a key part of the global charity Hope and Homes for Children, our mission is to be the catalyst for global elimination of institutional care of children. We have set ourselves ambitious targets. Our ten-year aim is that by 2030, worldwide, orphanages will no longer be an acceptable way to look after children. Our values are excellence, courage, and integrity. We have proven our approach is effective across a wide variety of contexts; moving children out of orphanages to safety, and reforming childcare systems from the top down to make family-based care the norm.

One Child One Family HHCSA is ideally positioned to act as a knowledge partner to the Government and non-government stakeholders involved in the child protection and care system in South Africa at national and provincial level. We commenced work in Care Reform in South Africa in August 2015, with the national assessment of children living in institutional care 'Children Count – A snapshot of Institutional Care'. This in-depth assessment covered all nine provinces of South Africa, with a dataset of 3 145 children. We are acknowledged for our work in Care Reform; and have a formal memorandum of understanding with the Department of Social Development, Gauteng - to support Care Reform across the province with the objective to provide the National Department of Social Development with the contextualised model and process flows to enable Care Reform to be rolled out across South Africa by 2024 – 2026.

We also support the Children's Courts where relevant, especially in complex cases requiring oversight and involving trafficked/cross-border reunification cases. We are also working in five additional provinces of South Africa to catalyze conditions for change.

Key Responsibilities

Programme Support

- Co-ordination of the provision of food vouchers / comms vouchers to families
- Filing of sensitive documents
- Maintenance of the Master List (details of programme participants, contact details, and record of activities)
- Co-ordination of logistics for meetings, events, functions

- Minute-taking, recording and video recording
- Organisation of travel and transportation requirements
- Monitoring of safety & security situation on the ground and providing relevant information and updates

Office Administration

- Management of daily office functions, including reception duties (opening and closing the office daily), office diary management, provision of stationery and furniture as needed, office security
- IT liaison, including maintenance of internet link and equipment in the office, and working with third party IT support provider and other IT professionals as needed

Financial Management

- Working with our third-party accounting service provider:
 - Co-ordination of financial transaction processes, including accurate allocation of income and expenditure transactions in QuickBooks
 - Filing of invoices, receipts (including Section18A income receipts), and other financial documents
 - Production of accurate and timely management information on income and expenditure by project (actual vs budget) using QuickBooks
- Maintenance of the fixed asset register
- Provision of information for audit purposes
- Management of purchasing card for low value purchases

Experience, Knowledge and Skills

Essential

- A relevant degree level qualification (e.g. a BA in Economics or Bachelor of Commerce)
- A minimum of 3 years' experience in a similar role (5+ years preferable)
- Accuracy, process-orientation & attention to detail
- Excellent organisational and time-management skills
- Good financial acumen
- Good computer skills, including solid MS Excel skills in creating spreadsheets and generating reports, plus ability to work on platforms such as MS Teams etc.
- Previous experience within the development / social work sector, including handling of highly sensitive data
- Experience of performing financial duties e.g. recording/processing financial data and providing management information
- Highly disciplined and an independent worker, but also a team player
- Ability to work with different programmes, departments and stakeholders
- Ability to communicate clearly and effectively on all levels, both written and verbal
- Ability to work efficiently under pressure
- Able to manage diversity in a socially-inclusive manner.

Desirable

- Experience in QuickBooks accounting software

Working at Hope and Homes for Children

- Role Purpose and Role Dimensions: Working with the Country Director and Operations Manager to provide high quality administration support to the programmes team, including office and logistics support and accurate, timely financial management information.

- Key External Contacts: Third party suppliers including accountancy service provider
- Key Internal Contacts: All OCOF – HHC South Africa colleagues; Hope and Homes for Children Head of Finance and Grant Finance Manager (UK)
- Hours: Full time – 40 hours per week. Some overtime hours on Saturdays depending on programme needs.
- Other Considerations: Occasional travel required to programmes or activities. Some out of hours work will be required from time to time.

How to apply

Interested applicants should submit the following by e-mail to siya@ngorecruit.com quoting reference number: **NHF001**

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with One Child One Family HHCSA's mission and the unique qualities you will bring to this role

Application Deadline: 16 December

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about One Child One Family HHCSA, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#), and [LinkedIn](#).