



POSITION: Operations Assistant

REPORTING TO: Finance Officer and Executive Director

REMUNERATION: Negotiable

LOCATION: Johannesburg /Cape Town, South Africa

START DATE: 1 February 2024



Background

[The Learning Trust \(TLT\)](#) supports the After School sector in South Africa by developing quality practitioners and building sustainable organisations. Since its inception in 2010, TLT has supported the development of over 200 emerging community-based organizations. Our well-directed financial support, technical training, mentoring, and coaching in a variety of organisational development areas, significantly accelerates our partners' growth towards accountability and sustainability. To build the sector, TLT has convened a Catch-up Coalition of partners that delivers multiple collaborative projects to collectively address learning backlogs.

About the Role

TLT seeks to appoint an **Operations Assistant** to coordinate day-to-day operational administration related to office, financial and human resource systems. The role will be based in Johannesburg and reports to our Finance Officer and Executive Director.

Key Responsibilities & Deliverables:

- Supporting the coordination of day-to-day operations and financial management.
- Monitoring, reviewing, and reporting in line with set out administrative processes and guidelines.
- Coordinating logistical arrangements for all staff travel and related monthly expense reporting.
- Maintaining accounting controls and ensuring adherence to Finance policies and procedures.
- Reconciling monthly accounts, filing financial records, and performing accounts payable and receivable functions.
- Compiling payment schedules for all grant payments.
- Gathering and managing information of donors, including contracts, application, and reports.
- Managing leave administration processes and adhering to HR policies and procedures.

Requirements & Competencies:

- At least a bachelor's degree or Diploma in Finance, Administration and/or human Resources.
- Experience in Grants Administration or Operations Coordination.
- Good knowledge of financial management.
- Experience in administration and/or office management.
- Ability to straddle a diversity of administrative responsibilities.
- High level of attention to detail.
- Proven ability to collaborate and provide support to teams.
- At least 3-years of work experience.
- Mature and organized, with computer skills, high energy, and an appetite for learning.
- Own reliable transport an added advantage.

How to apply

Interested applicants should submit the following by e-mail to thereza@ngorecruit.com quoting reference number: **NLT015**

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

Application Deadline: 1 December 2023

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about [The Learning Trust \(TLT\)](#) , visit their [website](#) and [LinkedIn](#) account.