

Vacancy

Open Doors Field Operations has the following vacancy that needs to be filled by **08 September 2023**

Regional Finance Administrator (Temporary – Initial 6 Month Contract) (40 hrs/week)

WORK ENVIRONMENT

Open Doors Field Operations consists of full and part time staff located in various countries. The staff engage in activities to support the persecuted Church in Sub-Saharan Africa (SSA) and Latin America. Through our activities we aim to strengthen the local capacity of the Persecuted Church and work with the local Church as our partner.

PURPOSE OF THE ROLE

The primary objective of this role is to provide administrative assistance to the Regional Finance Team in their daily activities.

LOCATION AND TRAVELLING

This role is based in the South of Johannesburg. The successful incumbent must be in possession of a valid driver's license and own vehicle or have reliable means to commute to and from the office.

KEY QUALITIES (PERSONALITY, CHARACTER, CALLING, CULTURE)

- Committed Christian with a passion for ministry.
- Driven to meet organisational goals and strategies.
- Dedicated and diligent.
- Reliable and trustworthy.
- High level of Integrity.
- Efficient and accurate.
- Strong attention to detail.
- Well organized and friendly.
- Committed Christian.
- Team player.

KEY QUALIFICATIONS, SKILLS AND EXPERIENCE

- In possession of or studying towards a finance or book-keeping qualification.
- Professional written and verbal communication skills.
- Interpersonal and problem-solving skills.
- Good time management.
- Proficient on Microsoft office and other financial systems.

KEY DELIVERABLES

RFFM Administration

- Administration and record keeping for regional finance office as per regional finance manager requirements.
- Assist with consolidation and analysis of regional files for Leadership team.
- Assist with planning and execution of finance meetings and events.
- Ad-hoc responsibilities as and when required.

Treasury

- Weekly payment runs – collate paperwork and scan documents in an organised system for the audit files.
- Supplier and contract record maintenance and storage.
- Follow up with suppliers.
- Banking and enquiries
- Follow up with managers on outstanding paperwork.
- Check finance manual procedures against paperwork.
- Check receipts and query paperwork inconsistencies.

THE TEAM

This role will form part of the Regional Finance team.

KEY RELATIONSHIPS

To work closely with the Regional Field Finance Manager and Regional Treasury Manager to support with administration and document control of financial records.

APPOINTMENT PROCESS AND HOW TO APPLY

Please apply for this position by submitting your CV and one A4 page that briefly outlines what you bring to this role and how God has prepared you. We also would like to receive references from your previous employer(s) and local church. Please ensure that your application reaches us at hr@africaservices.org by no later than **27 August 2023**.

Further information can be obtained from the abovementioned email address.