

JOB PROFILE

SECTION A: JOB TITLE

A.1 JOB IDENTIFICATION	
1. Job Title	Finance Assistant
2. Job Grade	B UPPER

A.2 LOCATION OF POSITION	
Division	Finance and Administration
Department	Finance and Administration

A.3 REPORTING LINE	
Immediate Superior	
Senior Finance Officer	
Number of Direct Report(s)	
N/A	
Number of In-Direct Report(s)	
N/A	



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Board Chair: Sazini Mojapelo **Trustees:** Andrew Barlow, Ashley Latchu, Antonio Macamo, Lingalireni Mihowa, Muleya Mwananyanda, Thokozile Lewanika, Siphosithole, Watipaso Mkandawire, Vibeke Huge Rehfeld

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POSITION

B.0 PREAMBLE				
The Southern Africa Trust is committed to fostering a workplace that upholds feminist principles, values and ethos. All staff and Board members strive to live and reflect these values and principles as articulated in our strategy and in our ways of working and relating, internally and externally.				
B.1 JOB PURPOSE				
The Finance Assistant will play a vital role in strengthening the Finance Department's capacity during a period of critical financial systems and process improvements. The role will provide hands-on support to priority finance projects and contribute to the efficient functioning of the department.				
B.2 DUTIES OF THE POSITION				
NO	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
1	Project based support	<ul style="list-style-type: none"> SAGE System Update: Support data migration and validation activities. External Audit Preparation (2024/2025): Help compile, organise and reconcile supporting documentation required for audit queries. Maintain audit files and track audit deliverables. Fixed Asset: Assist with physical verification and tagging of assets. 	<ul style="list-style-type: none"> Updated SAGE System Access to audit documentation and audit files Fixed Asset Verification 	40%

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Outcome (Expected Results)	Weighting
2.	Financial Support	<ul style="list-style-type: none"> • Prepare and process Fiscal Host Payments. Ensure that payment records are complete, correctly coded and aligned with internal financial controls • Prepare and process Programme Grant Payments. Ensure that payments to partners and grantees are processed in accordance with grant agreements and disbursement schedules. • Prepare and process Special Project Payments. Track payments in a timely and accurate manner, with clear documentation. • Support internal and external audits by retrieving supporting documents (e.g. invoices, payment vouchers, contracts). Ensure that files are well-organised and audit-ready, reducing the number of audit queries or follow-ups required. • Prepare bank reconciliations for all call accounts. • Provide administrative and logistical support for ongoing finance improvement projects. Contribute effectively to departmental initiatives such as system improvements or process reviews. • Maintain clear records of tasks and timelines, meeting assigned milestones consistently. Ensure filing systems (digital and hard copy) are kept up to date, secure and easy to retrieve. • Maintain accurate records, digital filing systems, and assisting with reconciliations as required. • Regularly update the Senior Finance Officer on task progress and identify any issues requiring escalation. Be proactive and professional communication with internal and external stakeholders. 	<ul style="list-style-type: none"> • Fiscal Host Payments are prepared and processed accurately • Payments compliant to grant processes and accurately • Accuracy and timely Special Projects Payments • Audit readiness • Effective admin support • Up to date filing system (hard and digital) • Effective collaboration and communication 	60%

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

B.3 AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority are included in the delegation of authority (DoA)

- Decision making with respect to critical development on performance and quality management
- Recommendation of appropriate course of action to the Senior Finance Officer and staff members with respect to specific areas of work
- Expending of resources allocated to the **section**, within and in line with policy
- Management of resources allocated to the **section** in line with organisational policies
- Act independently with reference to the Line Manager and in terms of the following legislations and regulations: -
 - All policies, procedures and strategies in line with legislative and statutory requirements
 - The Trust Deed and related legislations such as the Trust Properties Act, Companies Act, Employment Equity Act (EEA), Skills Development Act (SDA), Basic Conditions Of Employment Act (BCOE), Labour Relations Act (LRA)
 - Any other legislation and national policies that has a bearing **poverty, inequality and human rights development** with specific reference to:
 - Women empowerment
 - Youth development
 - Gender
 - Climate change regulations
 - Administrative and assistant processes and procedures on financial matters

B.4 KEY INTERNAL AND EXTERNAL INFLUENCERS	
Internal	All staff
External	Sector Stakeholders Clients Public Suppliers

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	Matriculation certificate. A qualification in Finance or related field an added advantage
Experience	At least 1 year of relevant experience in a finance or accounting support role.

KEY COMPETENCIES:

Technical competencies	Skills	Values/Attributes
<ul style="list-style-type: none"> • Finance policy implementation and compliance • Basic understanding of accounting principles and financial systems. • Proficient in Microsoft Excel and Word. • Administration, analysis and data capturing skills • Knowledge of working with financial software systems (e.g., SAGE). • An understanding of the strategic delivery requirements of the Trust • Understanding of poverty and inequality challenges and human rights development • Knowledge of all applicable national legislation and policies 	<ul style="list-style-type: none"> • Interpersonal skills • Time management and organising skills • Ability to handle confidential information with integrity. • A team player with good interpersonal and communication skills. • Attention to detail and high levels of accuracy. • Familiarity with budgeting and audit processes • Client Orientation and customer focus • Communication skills • Written and Verbal communication • Experience in a non-profit or donor-funded organisation. 	<ul style="list-style-type: none"> • Accountability and ethical conduct • Confidentiality • Quality oriented • Judgment • Deadline-oriented • Task oriented • Prioritising • Professionalism • Positive attitude • Flexibility • Integrity • Team player • Work under pressure

SECTION D: APPROVAL OF JOB DESCRIPTION

TITLE	NAME	SIGNATURE	DATE
Senior Finance Officer			
Incumbent			