

**POSITION AVAILABLE**

# FINANCE ADMINISTRATOR

CONTRACT TYPE: PERMANENT

LEVEL: **JUNIOR**

LOCATION: OBSERVATORY, CAPE TOWN AND AT COLLABORATION SCHOOLS

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

AVAILABLE FROM FEBRUARY 2025

## THE OPPORTUNITY

Kickstart your career with the Common Good Education Team as our Junior Finance Administrator. This entry-level position offers the perfect opportunity to gain hands-on experience in finance, where you'll work closely with the Education Finance Specialist to provide key clerical and administrative support. You'll assist School Administration staff, helping to ensure financial data is accurately recorded, and deadlines are met. If you're eager to learn, grow, and contribute to educational success, this is the ideal starting point for your career!

## YOU'LL THRIVE IN THIS ROLE IF...

- You are deadline-driven
- You have excellent attention to detail
- Able to work under pressure
- You have good communication and interpersonal skills
- You enjoy collaborating with others and can work alone

## KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

- **COLLABORATION SCHOOL PARTNER SUPPORT**
  - Complete understanding of school budget, income, expenditure, cash flow and current position
  - Facilitate processing of day-to-day eft payments
  - School cashbooks are up to date and monitored regularly
  - Uploading of school's financial reports on MS PowerBI
  - Ensuring completion and submission of WCED043 biannual reports
  - Accurate record-keeping in all financial areas
  - Work closely with a finance specialist to draw up budgets
  - Preparation of mid-year and annual school audits by ensuring that all data and documents are up to date
  - Responsible for submission of SARS monthly payments (EMP201, EMP501, PAYE, SDL etc.)
- **OPERATIONS TEAM SUPPORT WITHIN FINANCE**
  - Secretary in internal team finance meetings—ensuring meeting scheduling, agenda set up, minutes taking, attendance register, action steps setting, and document filling.

- Updating finance dashboards
- Assist the Operations and Instructional teams with particular tasks when needed (audits, data capturing, CSA, applications, etc.).

- **GENERAL ADMINISTRATION**

- Ensuring accurate payments of all contracts and third-party providers
- Ensuring regular payment of municipal bills by all schools

## KEY SKILLS, KNOWLEDGE AND BEHAVIOURAL ATTRIBUTES

- Organisational and time management abilities
- Ability to work independently and effectively in a team
- Good communication and interpersonal skills
- Ability to work under pressure
- Analytical and problem-solving
- Deadline driven
- Attention to detail
- Proactive/Initiative
- Proficient in MS Office, particularly Excel

## MINIMUM REQUIREMENTS

- Matriculation Exemption and a Diploma or degree in Finance or a related field.
- 1-year of experience in a finance administration role, preferably in a school environment.
- Valid Driver's Licence with own transport is essential.
- Proven working knowledge of financial controls and accounting standards

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## APPLICATIONS

To apply, please send a **motivational cover letter**, your **CV** and **two recent work references**, along with the “**consent by job applicant**” form by **Wednesday, 8 January 2025**.

To: [applications@commongood.org.za](mailto:applications@commongood.org.za)

REF: Indicate the **job title** in the subject line.

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.

## OUR MISSION

Common Good is a **faith-based development organisation** that supports grassroots transformation. At the heart of our mission is the belief that **God cares deeply for South Africa** and desires to see a groundswell of mercy and justice in action here. Through **strategic alliances** with churches, NGOs, organisations, schools and government, we cultivate **ecosystems of hope** that show that a shared, brighter future is possible for South Africa. We don't just build solutions; we craft **sustainable, research-driven initiatives** at **critical life stages** that are both **scalable** and **replicable**, with **proven impact**.

## OUR PURPOSE

Empowering South African communities through collaborative partnerships and evidence-based initiatives, guided by our faith-driven commitment to mercy, justice and the realisation of a shared brighter future.

## OUR VALUES





**CONSENT BY JOB APPLICANT**

APPLICANT FULL NAME AND SURNAME:

("Candidate") \_\_\_\_\_

This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013 (POPIA)*. The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

Protection of Personal Information

1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively, Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

SIGNED by Candidate:

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(signature above)

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Date