



Donald Woods f o u n d a t i o n

Position: Finance Administrator

1. Key aspects of the position

Location: East London + some project work in DWF programme areas
Programme: Core Team
Remuneration: circa R150,000 p.a. including performance related bonus
Job Code: DWF149
Reporting to: Business Manager
Job Type: Full-time; permanent

2. Essential Requirements

- Experience on PASTEL Accounting, PASTEL Payroll
- Comprehensive ability and experience in using Microsoft Excel
- Book-keeping experience up to Trial Balance Level
- Ability to calculate and submit VAT returns
- Attention to detail and accuracy are absolutely essential

3. Duties will include

- Collation of monthly expenses on PASTEL
- Salary payments on Payroll
- Reconciling accounts
- Fleet and service delivery management
- Establishing and maintaining a good relationship with service providers and suppliers
- General Administration: Between 25% and 33% of this role will involve a wide variety of tasks in relation to the varied nature of the work of the Foundation. This includes events, logistics, general office tasks and basic administration.

4. How to Apply

- Candidates who qualify with the above essential requirements should submit a CV (**two pages maximum**), and **NO graphics, extra attachments, scans or any other details**.
- Applications should be emailed to barbara@donaldwoods.org quoting the reference DWF149 in the title of the email, **no later than 1 August 2011**.
- To save on administration costs, only candidates progressing to interview stage will be contacted.