



## **JOB DESCRIPTION**

**POSITION:** Branch Administrator

**FOCUS GROUP:** FLAM

**LOCATION:** MES Gqeberha

**REPORT TO:** Branch Manager

### **JOB PURPOSE**

The suitable candidate will be responsible for the day-to-day Administration of the branch. Work with the Branch Manager and the Finance Team in making sure that branch administration is well coordinated and managed. This includes managing the financial, office, procurement, HR and Monitoring & Evaluation administration of a branch.

### **DUTIES AND RESPONSIBILITIES**

#### **Admin**

- Oversee the office administration in terms of telephone management and ensure staff has access to the needed stationery and office supplies.
- Manage the vehicle fleet logbooks and service plan.
- Do regular vehicle inspections.
- Oversee the kitchen, security, drivers and cleaners' schedules.
- Record all maintenance needs and liaise with branch manager for action.

#### **Finance**

- Initiate payment requests with approval from branch level.
- Custodians of petty cash and prepares petty cash reconciliation.
- Monitor receipts book, debit card expenses and petrol cards with logbooks.
- Receiving payments requisite to load to bank for authorisation.
- Prepare a schedule for banking, deposit cash in the bank, and provide a copy of the deposit slip to the debtors' department.
- Viewing rights on Sage to assist fundraising and branch level on the budget costing and donor reporting.
- Goods in kind management schedule to be prepared and signed off at the branch.
- Make payments arrangement and payment terms liaising with suppliers.
- Initiate supplier invoices to be uploaded on receipt bank/ Sage receipt.
- Following up with HO on customer or donor invoices and statements
- Supporting and administrating branch debt collection.

- Providing information and documents as when required by the Head Office.

#### **HR**

- Leave processing and leave recon in liaison with head office. Ensuring that leave is captured on the system.
- Oversee staff logbook.

#### **Procurement**

- Administration of food procurement for the shelter within budget for a branch.
- Administration of procurement of food parcels within budget monthly for a branch.

#### **M&E**

- Liaise with M&E to remind staff of reporting deadlines on statistics and M&E reports.

#### **IT**

- Report IT-related challenges to head office for assistance.

### **REQUIREMENTS**

#### **REQUIRED QUALIFICATION & KNOWLEDGE**

Matric is a must.

Diploma or Degree in finance or accounting will be an added advantage.

Five years' experience within office administration.

Staff management experience; at least 5 years.

Experience in financial administration or petty cash management.

MS Office Suite

Driver's license

#### **COMPETENCIES:**

- Advance skills in administration
- Deadline driven.
- Effective planning
- Teamwork
- Leadership
- Attention to detail.
- Time management
- Conflict management
- Communication

**Closing date:** 12 April 2024

**Applications to be forwarded to:** [recruitment@mes.org.za](mailto:recruitment@mes.org.za)