



EQUAL
EDUCATION
LAW CENTRE

The EELC is a public interest law clinic established in 2012. We are a team of activist and movement lawyers working to advance the struggles of young people, particularly for quality and equality in education, through legal research, advocacy and strategic litigation. The EELC works closely with our sister organisation, Equal Education, a movement of learners, parents, teachers and community members.

Based in Cape Town, Equal Education Law Centre seeks to fill the following vacancy:

OFFICE ADMINISTRATOR

The purpose of the Office Administrator is to support the administration and financial management of the organisation.

Key responsibilities will include, but are not limited to:

- Implementing the EELC's human resource, financial and procurement policies.
- Ensuring timeous payments to EELC service providers and preparing various claims and payments for authorisation.
- Managing payroll and leave administration.
- Assisting with budget preparation and budget monitoring
- Monitoring funder agreements, including reporting and payment dates.
- Assisting with financial audits.
- Managing office and project assets.
- Ensuring compliance with regulatory requirements for non-profit organisations and law clinics.
- Attending to logistical arrangements and preparation for Board meetings.
- Attending to incoming telephone calls, emails and referring walk-in clients to relevant individuals.
- Assisting EELC staff with coordination of events, workshops and other activities.
- Liaising with relevant service providers to ensure that the EELC's IT requirements are met.
- Providing general office support to all members of the EELC, and particularly the ED and DD.
- Maintaining filing and archiving of personnel, financial and other records of the EELC.

The **Office Administrator** must meet the following criteria:

- At least 3 years working experience in bookkeeping and office administration.
- Minimum Grade 12 with a Diploma in Financial Accounting, Office administration or Business management.
- Proficiency in Microsoft Word, Microsoft Excel and Pastel.
- Knowledge of financial and accounting procedures
- Good written and verbal communication skills.
- Strong interpersonal and collaborative skills.
- Excellent analytical and numerical skills.
- Strong ethics, with an ability to manage confidential information.
- Based in the Western Cape or able to relocate.
- Experience working in an NGO will be an added advantage.

The EELC conducts its recruitment with a commitment to transformation and equity.

