

JOB DESCRIPTION FOR OPERATIONS AND FINANCE ADMINISTRATOR

Key Performance Area	Responsibilities
TRAVEL AND EVENTS	Make all travel bookings, process stipends and co-ordinate any other logistics for staff, board and Grants Committee travel
	Make all travel bookings, process stipends and co-ordinate any other logistics for grantee convenings and community exchanges
	Identify and secure appropriate venues for EJF events, and liaise with venue staff to ensure the smooth running of EJF events
	Process cash advances
	Process staff reimbursement claims
PROCUREMENT	Maintain, and periodically review, EJF's supplier database
	Source appropriate suppliers and obtain quotations
	Submit Purchase Orders for authorisation
ASSET MANAGEMENT	Maintain a register of EJF assets
	Ensure that all EJF assets have adequate insurance cover
	Liaise with EJF's insurers re insurance claims
	Ensure that all EJF assets are returned when staff leave EJF's employ
	Maintain a register of gifts received by EJF staff members
FINANCE / BOOKKEEPING	Process invoices
	Support the Finance Associate in weekly cash flow estimates
	Conduct a monthly reconciliation of credit card expenditure
	Verify grantee bank accounts
	Cash advance reconciliations
	Load new beneficiaries onto EJF's banking profile
GENERAL	Take minutes at staff and other internal meetings
	Participate in staff retreats and strategic planning retreats
	Participate in all staff meetings, and other internal meetings as required
	Otherwise support the staff of EJF as required