



TREVOR NOAH
FOUNDATION

Finance and Operations Coordinator

Job Description

About Us: Established in 2018, The Trevor Noah Foundation (TNF) envisions a world where education enables the youth to dream, see, and build the impossible. We achieve this by improving equitable access to quality education for youth in Southern Africa.

Our key programmes are:

1. Our **Khulani Schools Programme** partners with the Gauteng Department of Basic Education, no-fee schools, communities, and implementers to improve education sustainably and inclusively. We partner with schools and implementing organisations to co-create solutions to holistic needs. Our initiatives include psychosocial support, career guidance, digital skills, and infrastructure improvement.
2. In partnership with the Young African Leaders Initiative (YALI), our **Education Changemakers Programme** aims to equip leaders in the education sector with the skills, attitudes, and networks needed to effect change in their schools in communities.

Position Overview: Reporting to our Assistant Director of Finance and Operations, the Finance and Operations Coordinator will be responsible for accounts (invoice and claims processing, accounts receivables), events support (budget and logistics support), financial management (budgeting and monthly management accounts) HR (payroll and remission of statutory payroll-related taxes) and general administrative support.

Organisational fit: We are searching for a person who has a can-do attitude, is analytical, detail-oriented, digitally inclined, and passionate about our vision for improving education in Southern Africa. You will excel if you are a human-centred problem solver, have a can-do attitude, are an assertive communicator, and constantly strive for excellence. As a small, agile and collaborative team member, responsibilities will include other programmatic, operational support, and administrative-related duties.

Responsibilities:

- Accounts
 - Assist the Assistant Director of Finance and Operations with all aspects of general data entry, sourcing and compiling financial information from the

accounting system, including but not limited to VAT, Payroll, Taxes and Donor Funding

- Responsible for all verified data entry into the accounting system in an accurate and timely fashion
- Loads correct and accurate beneficiary information
- Keep accurate banking, payment and receipts records
- Check and process all travel advances and claims for team members
- Record journals in the financial system
- Financial Management ADFO
 - SPerform other financial management activities as required
- Projects Support
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 - Assist the project team with logistics, procurement, and petty cash/payments for events
 - Assist project team with administering claims from project partners
- Donor Reports
 - Manage incoming donations acknowledgements
 - Perform donations reconciliations
- Other Operational Support
 - Manage procurement and logistics activities for the foundation
 - Perform other operational support activities as required
 - Manage the Asset Register
 - Manage insurance portfolios

Minimum qualifications

- Diploma in (Accounting/Financial Management/Econ.Sci) or equivalent tertiary qualification.
- Minimum 2 years' experience in a related field
- Proficiency in MS Office tools (e.g., Word, Excel, and PowerPoint) and e-mail. Advanced MS Excel skills a plus
- Experience working with project financials and donor financial and administrative reporting requirements (desired)
- Experience in bookkeeping to trial balance in Sage Evolution or a similar online system.

Key attributes

- Strong analytical skills
- Teachable spirit
- Ability to multitask
- Detail-oriented
- Results-driven
- Ability to work under minimal supervision
- Innovative, agile and value-driven attitude