



Tel +27 51 430 4274 | 37 Henry Street | Bloemfontein | 9301 | South Africa
info@towersofhope.org | www.towersofhope.org | Follow us on Facebook - Towers of Hope

Vacancy Financial Officer (half day)

Description of position:

The successful candidate will take responsibility for the financial administration of the Towers of Hope office. This is a 20 hours per week dual position between the Towers of Hope Leadership Foundation (NGO), and the Towers of Hope Community (church). The position entails the following:

Towers of Hope Community (church): 20 % of time

- The day to day financial administration of the church – i.e. the Sunday-offerings, the monthly tithes, the EFT payments, and monies to be paid to the presbytery and the synodal bodies
- In consultation with the chair of the church council and the official contracted bookkeeper of the church, ensuring that statements re. the budget versus real figures are available to the church council on a monthly basis
- On weekly basis ensuring the banking of all cash deposits

Towers of Hope Leadership Foundation (NGO): 80% of time

- The day to day financial administration of Towers - i.e. the receiving and admin of all financial donations, the daily cash payment to the participants of the PCB or any other such program, EFT payments, salary administration, issuing of invoices, PBO receipts and annual PBO certificates, e-wallet, etc
- Compiling by means of SAGE monthly statements of budget versus expenditure
- On weekly basis ensuring the banking of all cash deposits
- Checking all cash deposit books and log books on a regular basis

Requirements:

- Embracing of the vision, mission and values of *Towers of Hope*
- Availability to work outside regular office-hours as and when required (flexi-time)
- Confirmed computer competency in MS Word, Excel, Internet, Outlook
- First-rate administration and financial skills

Towers of Hope Trust (IT 31/2010) | 095-534 NPO | 930 045 808 PBO

Trustees: Rev C D Jaftha (Chairperson) | Rev R I Mosala (Vice-Chairperson) | Me J C du Preez (Human Relations)
Prof T A Rasengane | Mr. D J Wepener | Mr. D P Rossouw | Prof L J S Botes | Dr G van der Watt | Mr. P H van Rooyen

BANKING DETAILS: First National Bank | Brandwag 23-05-34 | 622-5838-9602



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- Excellent interpersonal skills (especially cross-cultural communication)
- First-class communication skills (verbal and written) in English
- Ability to work in a team as well as independently
- Be in possession of a valid South African driver's license

Recommendations:

- Competency in Afrikaans
- Competency in seSotho and / or seTswana
- Grade 12 and at least a three (3) year applicable post-matric qualification
- Five (5) years' experience of people- and program management
- Own transport

Remuneration and starting date will be finalized with the successful applicant. The appointment is initially for a one (1) year contract. The board of trustees is under no obligation to fill this position.

All applications must be accompanied by the following:

- A cover-letter introducing yourself as well as **your motivation for your application**
- A shortened Curriculum Vitae with photo (max 3 pages)
- A complete Curriculum Vitae with at least 3 recent referents

On request, certified copies of the following must be available:

- Relevant qualifications
- Identity documents
- South African driver's license

Applications must reach us before 17:00 MONDAY 5 FEBRUARY 2018 at either our Towers of Hope office (Two Tower Church, 37 Henry St, Bloemfontein), **or via e-mail at** dlh@towersofhope.org / dvleroux@telkomsa.net

ENQUIRIES: Rev De la Harpe le Roux (083-232-1051 / 051-430-4274 / dlh@towersofhope.org)

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