

Job Specification for the Operations and Finance Assistant

Overview of the role

BBC is looking to recruit an Operations and Finance Assistant that will focus on Admin and Finance. This role includes, but is not limited to, the following:

Facilities and Office Management

Administration Support

- Manage the BBC reception, switchboard and incoming church emails.
- Manage the office layout and physical requirements.
- Administer BBC's POPI compliance.
- Administer and account for all consumables stock on the BBC premises, including foodstuffs, stationery and cleaning materials.
- Administer all procurement processes as per the BBC policies.
- Manage the VOIP system and phone system.
- Manage all BBC Hostesses daily including communication and assigning of tasks to ensure smooth operations, event setup, catering, cleaning, and facility preparation.
- Ensure the printer is working and has sufficient supplies.
- Arrange extra security for approved BBC events.
- Prepare relevant People in Need vouchers.

Sunday Service Support

- Administer and coordinate volunteer involvement including scheduling templates and using Planning Centre.
- Manage all Hands On WhatsApp groups.
- Oversee collection of Freewill Offering according to the BBC policies.
- Record and distribute church attendance and Freewill Offering statistics.
- Administer and coordinate in-service stock and replenishment.
- Coordinate special in-service requirements.

Finance Support

- Preparation of weekly debit card reconciliation.
- Preparation of weekly payment pack.
- Preparation of timesheets for all facilities staff for monthly salaries.
- Monthly reconciliations of petty cash / collection / debit card.
- Support ministry teams to know the value and details of incoming payments.
- Preparation of ad hoc reports as needed.
- Track and record all internal and external transactions.
- Reconcile accounts payable, accounts receivable and all bank accounts.
- Ensure timely bank payments.
- Assist with annual budget preparation.
- Assist with the Annual Financial Audit.

The OFA must demonstrate the following key competencies and/or character traits:

- A self-starter that takes initiative, can solve problems and is comfortable exercising judgment and decision-making abilities.
- Has high capability in administration which includes being able to think of new systems and strategies to make the ministry more efficient.
- Leadership ability and track record.
- The ability to work under pressure and the flexibility to be comfortable with change.
- Has excellent communication skills verbally and in the written form.
- Has mature interpersonal skills as well as demonstrates a high EQ.
- Someone who demonstrates an excellent character and has high integrity.
- Someone who is computer literate and thus able to work with many different systems (technologically capable), but detailed knowledge of the Xero accounting system would be beneficial.

The OFA will be required to actively participate in the life of BBC as a member.

Applications for the position can be sent to hr@bbc.org.za.