



Terms of Reference for Admin and Finance Assistant

StreetNet International is a global alliance of membership-based organizations representing street vendors and informal traders, with the goal to promote and leverage an autonomous and democratic organisations of street vendors, hawkers, and cross-border traders in over 50 countries. We are currently looking for an Administrative and Finance Assistant to join our team and strengthen our administrative as well as financial work, on a part-time remote basis. The Admin and Finance Assistant will be working under the supervision of the Administrative and Finance Manager and the International Coordinator. The tasks are the following:

1. Financial systems of StreetNet

- Assist in managing the financial and accounting systems and procedures in accordance with StreetNet's Finance Policies & Procedures
- Assist in Developing and managing organizational budgets
- Assist in Preparation of the annual financial accounts in preparation for the annual audit process
- Assist in Preparation of financial reports for Donors/Funders

2. Keeping up-to-date records of member organisations of StreetNet, by:

- keeping updated membership/Affiliates' records/data-base;
- liaising directly with member organisations regarding their membership fees and the payment of their joining and annual membership fees;
- keeping updated records about affiliates' payment of joining and annual affiliation fees

3. Streamline expenditures on operational activities

- audit and check expenditures by affiliates on project activities in relation to budgeted funds, as and when funds have been transferred by StreetNet for such expenses;
- liaise with the Co-ordination and Media team members regarding any Affiliates' related to the finances issues.

4. Assistant Liaison with StreetNet' Donors and Funders

- assist in Ensuring that Financial Reports are developed and distributed to donors/funders within agreed timelines;
- provide documentation and information requested by donors by way of follow-up.

5. Financial capacity-building

- ensure StreetNet team members and Affiliates understand and implement all aspects of StreetNet' Finance Policies & Procedures;
- provide guidance and support for the StreetNet International Treasurer and Members' Auditors in carrying out their functions as described in the StreetNet International Constitution.



45 Claribel Road Windermere
Durban 4001, South Africa
www.streetnet.org.za

+27 313 011 618

6. Events Coordination

- assist the Admin and Finance Manager with coordinating planned meeting, workshops and conferences with regard to financial and logistical aspects;
- to be able to travel including abroad, if necessary, to assist with activities holding management.

Requirements:

- Excellent financial literacy and accounting skills, with relevant experience at least 2 years;
- Degree or diploma in financial/accounting management with be an advantage
- Good Administrative Skill
- Ability to prepare, organise and store information in paper and digital format
- Ability to work in a diverse multicultural team
- Familiar with using IT technology to be able to work in distance
- Ability to take notes/minutes, when requested
- Preferably fluent in English and French
- Preferably Durban (South Africa) based

Previous working experience with national/international membership-based organizations, CSOs, NGO or labour movement is an asset.

The applicant is expected to have a laptop/computer and all needed equipment to implement working duties.

Applicants are encouraged to send their CV and cover letter to accounts@streetnet.org.za by December 18th, 2023. Successful shortlisted applicants will be invited for an interview on agreed date and time in advance.

The Admin Assistant will be offered a Consultancy part-time Contract and is expected to start the job on the 15th of January 2024 with a potential for a long-time perspective employment.