



FOREST SECTOR  
CHARTER COUNCIL

The Forest Sector Charter Council (FSCC) is an entity whose objective is Monitoring and reporting on the implementation of B-BBEE (transformation) in the forest sector. The Council also provides interpretation and guidance with respect to the Amended Forest Sector Code on sector-specific matters affecting B-BBEE.

The FSCC is seeking an **Admin Financial Officer** with office administration competences. The Admin Financial Officer will directly report to the Executive Director.

### **Jobs Description**

- Handling basic office duties, such as answering and routing phones, responding to emails
- Supporting employees by facilitating interdepartmental communications and interactions between internal and external stakeholders
- Ensuring that the office is well-maintained, organized, and secure
- Maintain contact lists of both external and internal stakeholders
- Produce, receive, sort and distribute correspondence memos, letters (mail), faxes and forms
- Carry out all administrative duties such as filing, typing, copying, binding, scanning, photocopying and maintain an organised filing system
- Provide general support to internal and external stakeholders
- Maintain and update database for all service providers
- Coordinate repairs to office equipment
- Take accurate minutes of all meetings
- Organize and schedule meetings and appointments where necessary
- Book travel and meeting arrangements and other related logistics
- Develop and update administrative systems to ensure efficiency
- Maintain Asset register and arrange insurance for all assets
- Direct visitors to the appropriate parties
- Assist in developing and implementing new policies and processes
- Maintain up-to-date all employee records
- Assist with process improvements and budget development
- Obtain quotes, process purchase orders, order office supplies in collaboration with the Executive Director
- Process bills and receipts, verify, maintain and monitor financial transactions, and reconcile and submit expenditure reports
- Prepare required documentation for external auditing purposes
- Resolve accounting issues in collaboration with the Executive Director

- Contribute to team effort
- Ensuring delegated tasks are completed in accordance with existing policies and procedures
- Assist in the preparation of regularly scheduled reports
- Handle sensitive information in a confidential manner
- Perform any other assigned related administrative duties when required

### **Requirements:**

- Diploma or equivalent in Office Administration, Public Administration, Financial Administration or equivalent qualification, A Degree will be an advantage.
- Full comprehension and Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Exceptional interpersonal Skills and problem-solving skills
- Reliable with exceptional work ethics
- Excellent written and verbal communication skills
- Exemplary organizational planning skills
- Proficient in MS Office and applicable and related office software packages
- Ability to multitask and prioritize daily workload and work diligently even on seemingly mundane tasks
- Outstanding attention to detail and ability to use own initiative, discretion and judgement and problem-solving skills
- Basic understanding of financial concepts and related Policies (such as the PFMA) with high quality numeracy skills
- Team player
- Basic understanding of the mandate and work of the Forest Sector Charter Council
- Applicable experience in the related area or field