



P.O.Box 61139, Bishopsgate  
Durban 4008, South Africa  
www.streetnet.org.za

+27 31 301 1618  
media@streetnet.org.za

### **Terms of Reference for Admin and Finance Assistant**

[StreetNet International](http://www.streetnet.org.za) 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**

- Manage 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 financial reports for Donors/Funders

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

- keeping membership/Affiliates' records/data-base;
- keeping all information about member organisations, regularly updated;
- 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 members of the Co-ordination department regarding such expenditures and to secure narrative and financial reports on activities conducted either by StreetNet internationally or by StreetNet affiliates.

#### **3 Assistant Liaison with StreetNet' Donors and Funders**

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

#### **4 Financial capacity-building**

- ensure StreetNet staff and members 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.

#### ***International Council members***

Lorraine Sibanda (Zimbabwe) (President), Alberto Santana (Dominican Republic) (Vice President), Jamaladdin Ismayilov (Azerbaijan) (Secretary), Annie Diouf (Senegal) (Treasurer), Comfort Doryen (Liberia), Jeannette Nyiramasengesho (Rwanda), Gabriela Calandria (Uruguay), Chet Sapkota (Nepal), Angelique Katani Kipulu (Democratic Republic of Congo), Afiavi Anastasie Chodatou (Benin), Ken Williams Mhango (Malawi), Aaron Aiah Boima (Sierra Leone), Yaskevich Iryna (Belarus), Jose Herminio Diaz (El Salvador), Kadiatou Barry (Guinee).



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## 5 Events Coordinator

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

### Requirements

- Fluent in English and any other official StreetNet language: French, Russian and/or Spanish
- Degree or diploma in financial/accounting management
- Excellent financial literacy and accounting skills
- Ability to prepare, organise and store information in paper and digital form
- Ability to work in a diversity team
- Familiar with using IT technology to be able to work in distance
- Good Administrative Skill
- Ability to make minutes as and when needed.

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 to implement working duties.

Applicants are encouraged to send their CV and cover letter to [accounts@streetnet.org.za](mailto:accounts@streetnet.org.za) until November 30th, 2021.

**Successful applicants will be invited for an interview on agreed date and time in advance. The Admin Assistant is expected to start the job on December 13, 2021 with a potential for a long-time perspective employment.**

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