

About The Love Trust

The Love Trust is an established, trusted South African charitable not-for-profit organisation driven by a purpose to provide quality Christian education to vulnerable children through our Nokuphila School in Thembisa, Midrand and by empowering women to qualify as early childhood development teachers.

We achieve a consistent 100% pass rate for Grade 7 learners, and more than 800 ECD teachers have qualified through our programmes.

The opportunity

The Love Trust is looking to appoint a **Contracts Administrator** who will be responsible for administering all the contracts, student information and fees for the ECD teacher training programme.

The requirements include

- Diploma in accounting, bookkeeping or similar commercial, business or equivalent administration
- 5 years' experience in business administration, debtors' management, budgets, and report writing
- MS Office, especially strong in Microsoft Excel, Microsoft Word, and systems information administration, shared systems (eg Dropbox or similar)
- Financial systems knowledge with good proven debtors skills and experience
- Detail minded, with good writing skills and the ability to analyse, consolidate and structure content for different audiences
- Excellent planning and organising skills, with the ability to manage projects to achieve deadlines
- Comfortable with working in a team, in a Christian community-based organisation
- Good interpersonal, communication and social skills to build and maintain relationships

Interested candidates are invited to submit their CVs to applications@lovetrust.co.za.

Closing date: 18 July 2022

*The Love Trust is an equal opportunity employer.
The Love Trust reserves the right not to make an appointment.
Only suitably qualified applicants will be considered.
An application will not in itself entitle the applicant to an interview.
Only those candidates who are short-listed for the position will be notified.*