

JOB DESCRIPTION

Job Title:	Office Manager – The Gambia
Reports to:	Programme Manager – The Gambia
Line manager for:	N/A
Part/Full Time/Contractor:	Fulltime, Permanent
Version / Date	Version 2.0. 25/06/2026

1. Purpose

My job adds to improving the lives of African children by... ensuring provision of effective administrative support to the programme so we deliver the best service to our customers, and effective development to schools and their children.

2. Overview

The Office Manager provides a critical link between all programme functions, teams and management ensuring we deliver our services, remain compliant, and provide the best possible support to our partner schools possible. The Office Manager is also critical in ensuring that programme teams have all the tools and supplies they need to deliver their jobs, and the companies and foundation has all the data and records it requires through the provision of effective financial and administrative support and management.

3. Key Roles & Responsibilities

- Responsible for ensuring the company office facilities are maintained and in place for all to use, including utilities management.
- Responsible for financial bookkeeping and reporting on behalf of the Programme Manager working with the UK finance department.
- Inputting all income and expenditure on Xero, the company's financial software, and providing reports as required.
- Responsible for making payments to suppliers as required for the programme on behalf of the Senior Trip Host, Senior Driver, and Foundation Coordinator where required.
- Point of contact on behalf of the business and charity for the accountant, including payroll.

- Ensure staff expense claims and petty cash are managed and recorded effectively including receipts.
- Provide the Personal Assistant function for the Programme Manager where required including diary and email management.
- Provide the country HR and ICT support for the programme and point of contact for the UK team in this regard day to day, as the dedicated office-based team member.
- Assist with scheduling, rotas, and team planning as required.
- Managing mail and banking processes including Bank and GAMPOST runs.
- Deal with general enquires internally and externally as required.
- Any other ad hoc tasks as required.

4. Collaboration

Whilst we are all 'one team' and need to work as such, to deliver my role I need to primarily and effectively work with:

In Programme – Programme Manager, Senior Trip Host, Senior Driver, Foundation Coordinator, Trip Hosts.

In the UK – Business Operations Manager, H&S Officer, HR Officer, Marketing Manager, Finance Manager & Officers.

External to African Adventures – All Suppliers, Accountant, Gam Post, Partners.

5. Qualifications & Experience

Essential.

- Fluent in English, Mandinka, and Wolof – representing the communities we operate in.
- Highly competent in Microsoft (Outlook/365) and communication (Teams/WhatsApp) systems.
- Exceptional communication, planning, coordination skillset
- Experience in financial bookkeeping, buying, invoicing. Specifically, Xero or similar (ie Quick Books).
- Experience in office management.

Desirable.

- Qualifications in finance, accountancy or bookkeeping.
- Experience in personal assistance to leaders
- Driving licence

Any offer of employment to the successful candidate shall be subject to references from previous employer(s) and the outcome of a police clearance certificate.

This job description does not replace any contract of employment. It is in addition to and designed to ensure incumbents are clear on the roles and responsibilities associated with it and whom they primary work with.

In addition, individuals are expected to uphold and abide by African Adventures policies, procedures and our vision and values in all respects including the spirit in which they have been documented.

Signed: _____ Date: _____

(POSTHOLDER)

Signed: _____ Date: _____

(LINE MANAGER)