



**VACANCY: ASSISTANT ACCOUNTANT
(THREE-YEAR FIXED-TERM CONTRACT)**

Position Title:	Assistant Accountant
Duration:	Three Year Contract
Location:	Stellenbosch
Contracting Organisation:	Peace Parks Foundation

Qualities required

- Accounting/Bookkeeping diploma/degree;
- Have at least five years' experience in accounting/bookkeeping;
- Essential attention to detail;
- Be able to work under pressure and honour deadlines;
- Have excellent Excel skills and good command of English;
- Knowledge of accounting software like Pastel, Great Plains, etc.;
- Driver's license.

Key Performance Areas:

1. Assist with maintaining the accounting records and reconciliations

- Maintain accurate accounting records.
- Prepare general journals.
- Input/Integration of monthly bank transactions into accounting system.
- Reconcile staff claims, ensuring proper supporting documentation is provided.
- Filing of relevant documentation.

2. Preparation and checking of financial reports/schedules

- Reconcile and compile field staff financial reports, ensuring proper supporting documentation is provided and correct exchange rates are used.

3. Support/Back up for finance functions

- Petty Cash (foreign and local) Management.
- Asset and Insurance Management.

4. Project Reconciliations

- Review donor replenishment requests.

Interested candidates are invited to submit a cover letter detailing your interest in and suitability for the position, as well as a Curriculum Vitae, with the contact details of three references. These should be submitted by **15 September 2017**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:
Mrs Dyan Lee
Human Resources Manager
Peace Parks Foundation
11 Termo Road, Techno Park
P.O. Box 12743, Die Boord, Stellenbosch, South Africa
Fax: +27 (0) 866837078
Email: dlee@ppf.org.za

SHORTLISTED CANDIDATES will be contacted to attend an interview.