VACANCY: ACCOUNTANT

(THREE-YEAR FIXED-TERM CONTRACT)

Duration: Three Year Contract
Location: Stellenbosch

Qualities required

- Accounting degree;
- Have at least five years’ experience in auditing and accounting;
- Be able to work under pressure and honour deadlines;
- Have excellent Excel skills and good command of English;
- Knowledge of Pastel and/or other accounting software;
- Driver’s license;
- Passport.

KEY PERFORMANCE AREAS

Maintain accounting records and reconciliations:
- Review, prepare and reconcile cash on hand advances with supporting documentation
- Compile budget vs actual reports
- Credit Card reconciliations
- Month-end reconciliations

Project accounting:
- Internal audit visits to the projects
- Donor reporting
- Financial Administration and bookkeeping of subsidiary entities

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 31 July 2020.

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

Applications should be submitted to:

Human Resources
Peace Parks Foundation
11 Termo Road, Techno Park
P O Box 12743, Die Boord, Stellenbosch, South Africa
Email: applications@peaceparks.org

SHORTLISTED CANDIDATES will be contacted to participate in an interview.