



LIMPOPO NATIONAL PARK

FINANCE AND ADMINISTRATION MANAGER

MASSINGIR (GAZA PROVINCE - MOZAMBIQUE)

(Contract Period: 3 year renewable)

Peace Parks Foundation is a non-profit company established to facilitate the establishment and development of Transfrontier Conservation Areas (TFCAs) in southern Africa. Peace Parks is currently supporting the development of conservation areas within Mozambique through partnership agreements with the Mozambican Conservation Area Authority (ANAC). Peace Parks requires the appointment of a Finance and Administration Manager to be based at the Limpopo National Park headquarters in Massingir (Gaza Province).

Reporting:

The Finance and Administration Manager will report to the Limpopo National Park Project Manager and will work closely with the Peace Parks Foundation head office finance department. The position shall be responsible for the management of the Finance and Administration team comprising approximately ten persons.

Requirements:

- Bachelor's degree or equivalent qualification in a related field.
- Minimum ten years' experience in the finance and administration management sector.
- A good verbal and written command of Portuguese and English is essential while Shangana language skills will be highly advantageous.
- An understand for and appreciation of conservation will be advantageous
- Advanced computer skills with desktop publishing and the ability to develop and update websites highly advantageous
- Self-driven with ability to self-manage and work within a team.
- Mozambique citizenship
- Driver's license with competency to drive in remote locations.
- Willing to reside in a remote location (Massingir, Gaza Province)

Performance Areas:

- Lead and manage the Finance and Administration department
- Procurement Officer management and ensuring adherence with all the financial control procedures as per the separate agreements of the various donors.
- Assisting and overseeing the accountants to ensure that there is proper preparation of supporting documentation for all electronic transfers and cheque payments.
- Ensuring that the processing of cashbooks and petty cash are done monthly as well as the monthly reconciliation thereof.
- Overseeing preparation of the general ledger to trial balance level. Assist with the finalisation of the trial balance. Be able to produce timeous and accurate management reports that will enable management to make informed decisions.
- The reconciliation of the balance sheet accounts.
- The updating of the fixed asset register and reconciliation to the ledger accounts.
- Ensuring that all controls are in place, to ensure collection, processing, management and banking of all revenue generated by the Park.
- Do cash flow forecasts to ensure that requests for replenishment are requested timeously.
- Be able to interpret financial information and advise management regarding financial decisions to be made.
- Evaluate current internal controls, and advise management regarding the effectiveness of these controls. Make new proposals to management regarding internal controls.
- Asset management: Ensure the effective management of assets, by ensuring that assets are recorded and properly secured, to ensure that all assets are utilised to capacity.
- Procurement: Ensure that procurement is according to the regulations of the donors.
- Contract management: Keep a register of all contracts entered into by the park.
- Vehicle Fleet management: With the support of the fleet manager ensure the vehicle fleet is effectively managed and monthly reports detailing mileage, fuel consumption and maintenance are compiled.
- Oversee HR management: With the support of the Human Resources manager ensure that good HR management is practiced including ensuring compliance with Mozambican employment regulations, management of salary payments and maintaining records e.g. leave records, employment contracts, etc.
- Oversee Tourism facility management: With the support of the Tourism Facility Manager ensure that tourism facilities are effectively managed and maintained and that the tourism booking system functions effectively

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

Interested candidates should submit a covering letter detailing their interest in and suitability for the position, as well as Curriculum Vitae in English, with contact details of three references by 31 October 2020 to: PPF Human Resources at applications@peaceparks.org Only SHORT-LISTED CANDIDATES will be contacted to attend an interview.