VACANCY: SENIOR ACCOUNTANT
(TWO-YEAR FIXED-TERM CONTRACT)

Position Title: Senior Accountant
Duration: Two-year contract
Location: Stellenbosch

Job Purpose:
To provide efficient, timeous and accurate financial support and guidance to the Finance team in respect of specific project funding.

Role Accountabilities
• Maintain Head Office accounting records and reconciliations
• Maintain the powerbi Combatting Wildlife Crime (CWC) flat file continually up to date to ensure near real-time budget vs actual information for CWC project managers and programme management team.
• Compile monthly and quarterly budget vs actual reports.
• Manage cash flow by analysing budget vs actuals as well as assisting with cash flow forecasts.
• Ensure that timely reimbursement and replenishment requests are submitted and followed up until payment.
• Perform project accounting procedures by ensuring that project budgets are accurate and adhered to.
• Perform donor reporting and ensure that the project-specific financial procedures according to agreements with donor and CFR200 (in particular), are adhered to.
• Maintain, collate, and validate project financial documentation for the CWC programme (including procurement, cash advances, debtors, creditors, etc) for audit purposes.
• Assist CWC project staff in setting up project specific commitment ledgers and performing periodic verifications to ensure that they are maintained and reconciled.

Role Requirements
• BCom degree or National Diploma in Accounting.
• Have at least five years’ experience in accounting or similar position.
• Knowledge of accounting software.
• Self-starter able to analyse data and prepare necessary documentation.
• Advanced MS Excel
• Experience in procurement would be advantageous.

Business Goals:

Strategic Impact
Financial reporting: processing, analysing and budgeting
• Ensure that accurate accounting records are updated on a regular basis for timeous financial and donor reporting.
• Ensure monthly Cash on Hand reconciliation and follow up of outstanding information
Operational and process effectiveness

Optimise efficiency and productivity and ensure sustainable practices for the project and organisation

• Review of Cash on Hand reports and staff claims.
• Ensure that project budgets and actuals are accurate, timeous, and adhered to.
• Ensure that the project-specific financial and procurement procedures, according to agreements with donor (CFR 200 in particular), are adhered to.
• Ensure CWC cashflow management

Stakeholder management

Manage stakeholder engagement and manage expectations

• Develop constructive relationships with all stakeholders to deliver on requirements.
• Establish and maintain credibility by providing quality service and visibility to external and internal clients.

People Growth

Be a role model and live the Peace Parks values

• Commit, agree and implement own development plan.

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position, as well as a Curriculum Vitae, with full address, telephone number, email address and contact details of three references. These should be submitted by 23 November 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, 7613
Email: applications@peaceparks.org

SHORTLISTED CANDIDATES will be contacted to attend an interview.