



**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.