



**VACANCY**  
**ASSISTANT ACCOUNTANT: ASSETS AND INSURANCE**

**Position Title:** Assistant Accountant: Assets and Insurance  
**Duration:** Three-year contract  
**Location:** Stellenbosch/remotely

**Background:**

Peace Parks is a non-profit conservation organisation that specialises in the development of Transfrontier Conservation Areas (TFCAs) and the long-term management of key protected areas within these landscapes. We currently focus on the development of four priority TFCAs throughout southern Africa and the co-management of nine national parks and protected areas covering over 3.5 million hectares within a larger TFCA landscape of over 650,000km<sup>2</sup>.

**Job Purpose:**

To maintain fixed asset and inventory records, petty cash floats and staff expense claims, plus provide assistance with maintaining the accounting records and reconciliations for Peace Parks Foundation.

**Role Accountabilities:**

- Maintenance of Fixed Asset and Inventory Registers ensuring that acquisitions, transfers, and disposals are correctly recorded, and depreciation is correctly calculated
- Updating of general ledger for asset related transactions
- Facilitation of bi-annual physical verification of assets
- Management of asset insurance policies, liaison with insurance brokers in SADC countries and administration of insurance claims
- Managing petty cash and recording transactions
- Reconciliations
- Preparation of journals
- Liaison with external and internal auditors as needed
- Assisting Finance colleagues as needed

**Role Requirements:**

- An Accounting diploma or currently studying towards an Accounting degree
- 3 years' experience in managing fixed assets including the maintenance of the fixed asset register and compilation of related accounting transactions
- Understanding of the various types of corporate insurance cover
- Experience in liaising with insurance brokers
- Experience in integrated accounting systems
- Accuracy and attention to detail (essential)
- Ability to work under pressure and honour deadlines
- Have excellent Excel skills and a good command of English
- Experience in accounting for transactions in foreign currencies

## **Business Goals:**

### Strategic impact

#### **Financial Reporting; including processing, analysing, and budgeting**

- Maintenance of Fixed Asset and Inventory Registers
- Updating of general ledger for all transactions relating to assets
- Facilitation of bi-annual physical verification of assets

### Operational and process effectiveness

#### **Optimise efficiency and productivity and ensure sustainable business practices within area of responsibility**

- Management of asset insurance policies, liaison with insurance brokers in SADC countries and administration of insurance claims
- Custodial responsibilities for maintenance of petty cash floats in local and foreign currencies
- Compilation of accounting entries relating to petty cash transactions
- Processing of staff expense claims
- Reconciliation of Staff Debtor / Creditor accounts
- Preparation of journals for approval by Finance Controller
- Perform other ad hoc reconciliations

### Stakeholder management

#### **Manage stakeholder engagement and manage expectations**

- Liaison with external and internal auditors
- Assisting Finance colleagues with other tasks as needed

### People growth

#### **Be a role model and live the Peace Parks values**

- Commit, agree and implement own development plan
- Live the PPF values to ensure a good culture fit in the organisation

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position and a Curriculum Vitae, with full address, telephone number, email address and contact details of at least three contactable references. These should be submitted by **23 September 2022**.

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

Applications should be submitted to:

Human Resources

Email: [applications@peaceparks.org](mailto:applications@peaceparks.org)

**SHORTLISTED CANDIDATES** will be contacted to attend an interview. Should you not hear from us within two weeks from the closing date, your application was unsuccessful.