



PEACE PARKS™
FOUNDATION



The Administration and Financial Assistant will support the Financial Management Department in the development of the Nyika National Park as well as the Vwaza Wildlife Reserve, which forms part of the Malawi Zambia TFCA.

ADMINISTRATION AND FINANCIAL ASSISTANT BASED IN MZUZU (1-YEAR CONTRACT)

The main key performance areas of the job are: **General Administration:** • Ensure the day-to-day smooth running of the office and maintain a suitable working environment in the office • Monitoring and replenishment of office supplies, stationery and utilities. **Assist with maintaining the accounting records and reconciliations:** • Maintaining an adequate filing system for all financial documents updated monthly • Input/integration of monthly bank transactions into the accounting system • Record and reconcile staff advances and claims, ensuring proper supporting documentation is provided • Photocopying documents for VAT claims submissions • Photocopying of Turing documents for submission to PPF. **Support/backup for finance functions:** • Assist with payment processing, banking, and cash disbursements • Assist with payment procedures and reconciliations for suppliers and vendors • Petty cash (foreign and local) management • Assist with asset management and reconciliation reports. **Procurement:** • Maintain an adequate filing system for all procurement-related documents • Assist with the purchase of supplies including stationery, fuel for the field.

Requirements: • Finance/Accounting Diploma will be advantageous • Experience in protected area management and donor-funded projects • The candidate must be fully computer literate with an in-depth knowledge of Microsoft Office, including packages such as Word, Excel and PowerPoint • The person must be able to communicate fluently in English.

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

Interested candidates should submit a cover letter detailing their interest in and suitability for the position, as well as curriculum vitae in English, with full address, telephone number, e-mail address and contact details of three references by **24 March 2023** to: Lee-Anne Robertson, Peace Parks Foundation, Techno Park, 11 Termoo Road, Stellenbosch, South Africa; e-mail: lrobertson@peaceparks.org and Anthea de Bruin Sasman, Peace Parks Foundation, e-mail: adebruinsasman@peaceparks.org