



COMMUNITY CONSERVANCY ACCOUNTANT: SIMALAHA COMMUNITY CONSERVANCY

Position Title: Community Conservancy Accountant
Duration: 2-year fixed term contract
Location: Simalaha Community Conservancy

Introduction

Simalaha Community Conservancy (SCC) is seeking a skilled and detail-oriented accountant to join our Conservancy Management Unit (CMU) team at Simalaha Community Conservancy. As the Community Conservancy Accountant, you will play a crucial role in managing our financial resources / and ensuring the responsible and transparent use of funds. Your primary responsibility will be to support SCC's sound and sustainable financial management in line with the organization's strategic goals and donor guidelines, maintain accurate financial records and prepare financial reports.

- You will fall under the direct responsibility of the Conservancy Manager within the Conservancy Management Unit. Your role will involve close collaboration with various members of the CMU, fostering a strong working relationship. Additionally, you will be required to maintain a close and effective working connection with the PPF Financial Manager, who is stationed in Sesheke. Therefore the purpose of the job will involve the following: Provide sound financial advice to the Board of Trustees, CMU and other Programme staff.
- Provide an effective financial management service to the organisation and its other entities if any.
- Ensure robust financial control environment to safeguard organisation's assets.

Key Performance Areas:

1. Budgeting and Financial Planning: Collaborate with members of the CMU to develop project budgets, aligning them with the SCC goals and donor guidelines; Contribute to the development of financial strategies and plans to support the long-term sustainability and growth of the conservancy.
2. Fund Management: Monitor and manage funds received through grants, donations, conservancy enterprises and other sources, ensuring proper allocation and use in line with the conservancy's objectives and international best practices.
3. Bookkeeping and Record Keeping: Maintain accurate and up-to-date financial records, ensuring compliance with accounting principles and best practices.
4. Expense Tracking: Recording and categorizing expenses according to specific projects or programs to facilitate accurate reporting and accountability.
5. Cash on hand: Ensure proper handling of cash transactions within SCC by maintaining accurate records of these transactions, reviewing the cash on hand submissions from the different department before they are shared with PPF, reconcile the physical cash on hand with the recorded cash balances in the accounting system.
6. Petty Cash Management: Manage a petty cash fund used for small and routine expenses.
7. Cash Flow Management: Monitor and maintain cash flow, ensuring sufficient funds are available for operational needs and planned projects.
8. Bank Reconciliations: reconcile SCC's bank accounts, comparing the recorded bank transactions with the bank statements to identify any discrepancies and ensure accurate financial reporting.

9. Financial Reporting: Prepare regular financial reports, including monthly, quarterly, and annual statements, for presentation to management, board and stakeholders.
10. Compliance and Regulations: Ensure adherence to all relevant financial regulations and compliance requirements, keeping abreast of changes and updates; ensure adherence to donors requirements.
11. Risk Management: Identify potential financial risks and suggesting strategies to mitigate them.
12. Internal controls: Establish and maintain internal control procedures to prevent financial mismanagement, fraud, and errors in financial transactions.
13. Audit Preparation: Collaborate with external auditors to prepare for and facilitate audits, providing necessary documentation and explanations.
14. Communication and Team Collaboration: Work closely with other team members, Conservancy Management Unit (CMU), and stakeholders to provide financial insights and support decision-making processes.
15. Capacity Building: Enhance CMU staff understanding of financial processes, budget management, and compliance with donor regulations.
16. Confidentiality and Integrity: Handle financial information with the utmost confidentiality and demonstrate ethical behaviour in all financial matters.

Key Responsibilities:

- Contribute to the preparation of the organisation's strategic plan.
- Prepare the annual budget and forecasts.
- Maintain regular liaison with the CM and OM.
- Maintain records to meet legal and tax requirement and to measure both the inputs and the outcomes of the organisation's operations.
- Prepare the statutory annual accounts.
- Plan and manage cash flow and investment activity
- Maintain contact with bankers, investment managers, pension advisers and auditors.
- Prepare monthly analysis of cost of goods sold and operational expenses against prior year and budget, providing explanations and solutions to help mitigate the risks.
- Analyze financial performance against key programme indicators and document pertinent financial highlights that will enable management to determine progress against budgets.
- Identify, investigate, and analyze potential operational improvement. As appropriate, based on findings make proposal for operational changes (policy, procedures, processes, etc.)
- Maintain and close the consolidated books on a monthly basis and deliver consolidated financial statements that are in compliance.
- Assist with development and implementation of financial reporting and accounting systems
- Provide accurate, timely and relevant information on financial and project performance.
- Propose and implement improvements in accounting and reporting systems along with internal controls to facilitate accurate and timely reporting.
- Implement agreed recommendations from either internal or external audits
- Advise management team or CMU on both formally and informally of trends, or potential financial risks arising
- Support CM and the Management Team in preparation of budget/forecast presentations to board and donors
- Make finance related presentations to CMU and the Board of Trustees
- Facilitate the annual and quarterly financial forecasting process

Qualifications and Experience:

- Bachelor's degree or equivalent in Accounting, Finance, or a related field.
- Professional accounting certification (e.g., CPA) is preferred but not mandatory.
- Proven experience as an accountant, preferably in the non-profit or conservation sector.
- Proficient in accounting software and MS Office applications.
- Strong analytical skills and attention to detail.

- Knowledge of financial regulations and compliance standards.
- Excellent communication and interpersonal skills.

We offer a supportive and collaborative work environment dedicated to conservation efforts and community empowerment. If you are passionate about financial management and making a positive impact, we welcome you to apply and be part of our team at Simalaha Community Conservancy Association.

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

Please find the advert and detailed terms of reference on the Peace Parks Foundation website: www.peaceparks.org

Interested candidates should submit a cover letter detailing their interest in and suitability for the position, as well as a curriculum vitae in English and contact details of three references by **31 January 2024** to: applications@peaceparks.org

Only **SHORTLISTED CANDIDATES** will be contacted to attend an interview.