Peace Parks Foundation (PPF) is a non-profit company established to facilitate the establishment and development of Transfrontier Conservation Areas (TFCAs) in southern Africa. PPF provides support to the Government of Mozambique for the development and management of the Maputo National Park (MNP) and wishes to appoint a Finance and Administration Officer to be based in the park.

The Position:
The position will support and report to the BNP Park Warden and PPF Operations and Development Manager and will be responsible for the management of the finance, administration and logistics activities within the park ensuring compliance with Park, government, PPF and donor procurement and financial standards.

Performance Areas:
Specific key performance areas will include:

- Oversee and manage budgets in accordance with the approved project budget including ensuring correct cost allocations and monitoring expenditure against budget.
- Ensure timeous request for funding and expenditure report submissions along with bank and cash on hand reconciliations to ensure adequate cash flows.
- Ensure cash transactions are minimised and suitable risk management of handling of cash.
- Ensure payments are processed with the necessary and correct back up documentation and process transactions where required through the D365 system.
- Ensure successful completion and close out of internal and external audits.
- Ensure adequate electronic and hard copy record keeping.
- Maintain assets register and ensure assets are insured and licensed in accordance with Park, PPF and donor requirements. Ensure management and controls of stores and workshop facilities are in line with best practices.
- Maintain a vehicle register with monthly reporting on fuel and maintenance expenditure and support the processes for the management of the maintenance and repair of vehicles and control and issuing of fuel.
- Ensure donor and government procurement is undertaken to the required standards, regulations, and best practices.
- Ensure effective administration support to the park including human resource support and office administration support including responsibility for management of the park administration office.
- Manage the parks’ monthly payroll and relevant tax/statutory submissions.
- Ensure that transactions are carried out in compliance with the Mozambican tax laws.
- Preparation of monthly financial reports or whenever requested and reconcile, review, and analyse project accounting records and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Oversee the implementation of relevant policies and controls.
- Analyse project operations, trends, costs, and financial commitments to aid project managers and provide advice.

Requirements:
- Qualification of at least bachelor’s degree or equivalent in Accounting, Financial Management or in a related area.
- At least five years of experience in finance administration and management.
- Ability and willingness to live in remote conditions is a prerequisite.
- Proven experience in project administrative and support functions will be highly advantageous.
- Spoken and Written proficiency in Portuguese and English
- Experience in working in a non-governmental environment and in the management of donor funding and procurement regulations will be highly advantageous.
- Excellent spreadsheet and accounting software user and administration skills.
- Accuracy and attention to detail.
- Good communicator and ability to build/work with a diverse multi-disciplinary team and, crucially, to always embrace and embody the culture and values of the park and PPF.
- Track record, ability, and willingness to live and work in remote conditions is highly advantageous.
**Remuneration:** A competitive salary package will be negotiated, based on qualifications and experience

Interested candidates should submit a covering letter detailing their interest in and suitability for the position, as well as Curriculum Vitae in English, with contact details of three references by 15 March 2024 to: e-mail: applications@peaceparks.org

Only SHORT-LISTED CANDIDATES will be contacted to attend an interview.