



African Parks Congo

T. +88 216 510 74 157

garamba@africanparks.org

www.africanparks.org

FINANCE & ADMINISTRATION MANAGER

African Parks Congo is looking for a Finance & Administration Manager to be based at Garamba National Park in the Democratic Republic of Congo (DRC). Reporting to the Regional Financial Controller, the primary purpose of this role will be to:

- Provide overall accounting, financial management and HR / payroll administration services to the Park.

Key Responsibilities:

- **Accounting and Reporting;**
 - Ensure the proper update and maintenance of the accounts to ensure that the accounting system provides the basis for an efficient financial information system for both internal and external users and that it is compliant with internationally accepted accounting principles, legal and statutory requirements
 - Review all accounting related transactions (payment vouchers, receipt vouchers, debit and credit notes, staff time invoices, correcting journal entries) prior to entry into the accounting system
 - Ensure that all balance sheet accounts are reconciled each month
 - Review and provide guidance and coaching to accounting staff ensuring accuracy, correctness and completeness of transactions recorded
 - Supervise end of month (D+5) and end of year (D+15) process
 - Ensure the timeliness of required financial reports to Park Management, APN and other parties as requested
 - Prepare periodic reports of financial performance and discuss with the Park Management
- **Treasury and Cash Management;**
 - Prepare the monthly cash flow projections and monitor the continued availability of funds to cover the requirements of operations and component projects and programs
 - Ensure that disbursement account, intercompany account, petty cash and bank balances are reconciled with the records maintained. Reconciliations are reviewed and signed by the Park Management.
- **Planning, Budgeting and Forecasting;**
 - Assist in the planning, budgeting and forecasting process, and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with.
 - Review and monitor budget performance of operations per department and make recommendations to improve performance

Membres du Conseil d'Administration : F.X. de Donnea (Président), P. Cosma Wilungula, J. Mapilange, B. Balongelwa, B. Michel, J.M. Froment et S. Mbake.





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- Provide cost data of the various resource inputs to program personnel to prepare and update budgets
- **Fixed Asset Management:**
 - Ensure the identification of and complete an inventory of fixed assets through the conduct of an annual inventory to determine their location and condition of proper disposition.
 - Determine accuracy of depreciation in accordance with APN's policy and ensure that the assets are adequately protected
 - Prepare the request for approval to dispose of missing, lost, stolen, damaged and obsolete equipment
- **HR & Payroll:**
 - Ensure that the systems and procedures are in place to enable accurate preparation and disbursement of the payroll in compliance with statutory requirements
 - Sign off the monthly payroll by reviewing and checking the accuracy of amounts to be paid to the staff
 - After the approval of the HR manager, control all HR document requiring a payment (Mission Order, Salary Advance, Leave form, etc.) according to internal policies
- **Internal Control Environment:**
 - Continuously review the adequacy of internal control to ensure the provision of accurate and timely financial information, protection of assets and adherence to policies, systems and procedures and the smooth and orderly implementation of plans and activities.
- **Due Diligence and Audit:**
 - With the Head of Finance, co-ordinate external audits (IFRS and OHADA), including preparation of draft financial statements and necessary notes to the accounts.
 - Provide draft responses to the audit management letter, including coordinating inputs from operations, law enforcement, human resources, administration and other units as necessary, and forward to the Head of Finance for review
 - Ensure the closure and resolution of audit findings
- **General:**
 - Provide leadership, advice and guidance in all matters pertaining to finance (including taxation and other financial issues)
 - Provide training to staff on APN financial policies and procedures, budgeting methods
 - Where required, assist with writing and maintaining the local procurement policy and be a member of the procurement committee.
 - Approve purchase order compliance with budget and internal policies
 - Ensure proper archiving of financial information

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- Assist the Park management and other park staff by providing guidance on compliance with APN, IFRS and OHADA.
- Work with grants management team to produce donor report and ensure donor compliance

Minimum Requirements:

- Qualified ACCA, or equivalent
- 5 years' relevant post qualification experience
- Strong accounting or audit background
- Previously coordinated and finalized audits and financial statements of a large organization
- Previously managed a team of at least 4 people
- Managed an annual budget of at least \$5 million
- Bilingual: English and French
- Good verbal communication skills
- Willing and able to relocate and live in remote areas
- Excellent computer literacy essential
- Must be able to work under pressure at times, while maintaining high quality results.
- Honesty
- Strong organizational skills
- Self-motivated and able to take initiative under minimum supervision.
- Demonstrated ability to work as part of a team with diverse professional backgrounds

Additional Requirements:

- Relevant experience working with international organizations will be considered an asset

The successful candidate will have the opportunity to join our dedicated park management team and make a significant contribution to the protection and sustainable development of Garamba National Park.

To apply, please email your CV and cover letter (with reference RH/GNP/2018/FAM in the subject) to Garamba-RH@africanparks.org, by **26 October, 2018**.

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About Garamba National Park:

Garamba is one of Africa's oldest national parks, designated in 1938, and was declared a World Heritage site in 1980. Spanning 5,133 km² and adjacent to the *domaines de chasse* which cover 9,663 km², the park is both vast and an intact wild landscape. But this critically important landscape has had a tragic past. Once home to 22,000 elephants as recently as the 1970's, as well as to the Northern white rhino, militarised poachers reduced the elephant population to fewer than 1,300 individuals, and the last white rhino was seen in the park in the early 2000's.

Garamba is situated in one of the most hostile parts of Africa as it shares 261 km of its border with war-torn South Sudan. Militant ivory and bushmeat poachers, including the Lord's Resistance Army, have systematically targeted the park's natural resources over the last few decades to fund their campaigns of terror and instability.

In order to prevent Garamba's complete destruction, African Parks assumed management in 2005 in partnership with the *Institut Congolais pour la Conservation de la Nature* (ICCN).

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