



POSITION: Finance & Accounting Manager

ORGANISATION: African Parks Congo

LOCATION: Nagero, Democratic Republic of Congo

REPORTING TO: Head of Finance

EXPECTED START DATE: As soon as possible

BACKGROUND:

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 19 national parks and protected areas in 11 countries covering over 14.1 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, Zambia and Zimbabwe.

JOB OVERVIEW:

The Finance & Accounting Manager is responsible to produce financial reports related to budgets, account payables, account receivables, expenses and so forth, and to review, monitor and manage budgets, while developing strategies to minimize financial risk.

MAIN ROLES & RESPONSIBILITIES:

Accounting and Reporting

1. 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
2. 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
3. Ensure that all balance sheet accounts are reconciled each month

4. Review and provide guidance and coaching to accounting staff ensuring accuracy, correctness and completeness of transactions recorded
5. Supervise end of month (D+5) and end of year (D+15) process
6. Ensure the timeliness of required financial reports to Park Management, APN and other parties as requested
7. Prepare periodic reports of financial performance and discuss with the Park Management

Treasury and Cash Management

8. Prepare the monthly cash flow projections and monitor the continued availability of funds to cover the requirements of operations and component projects and programs
9. 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

10. Assist in the planning, budgeting and forecasting process, and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with.
11. Review and monitor budget performance of operations per department and make recommendations to improve performance.
12. Provide cost data of the various resource inputs to program personnel to prepare and update budgets.

Fixed Asset Management

13. 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.
14. Determine accuracy of depreciation in accordance with APN's policy and ensure that the assets are adequately protected
15. Prepare the request for approval to dispose of missing, lost, stolen, damaged and obsolete equipment

Internal Control Environment

16. 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.

Payroll

17. Ensure that the systems and procedures are in place to enable accurate preparation and disbursement of the payroll in compliance with statutory requirements
18. Sign off the monthly payroll by reviewing and checking the accuracy of amounts to be paid to the staff
19. 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

Due Diligence and Audit

20. With the Head of Finance, co-ordinate external audits e.g. IFRS. This includes preparation of draft financial statements and necessary notes to the accounts.
21. 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
22. Ensure the closure and resolution of audit findings

General

23. Provide leadership and guidance in all matters pertaining to finance (including taxation and other financial issues) and give advice and support to all those needing it
24. Provide training to staff on APN financial policies and procedures, budgeting methods
25. Where required, assist with writing and maintaining the local procurement policy and be a member of the procurement committee.
26. Approve purchase order compliant with budget and internal policies.
27. Ensure proper archiving of financial information.
28. Assist the Park management and other park staff by providing guidance on compliance with APN, IFRS and OHADA.
29. Work with grants management team to produce donor report and ensure donor compliance
30. Carry out any other relevant tasks that may be assigned from time to time.
31. Assisting in the standardization process of the financial process
32. Implementing new systems (inventory, payroll, accounting, etc...) and training of new accountants etc.
33. Any other task asked by management

KEY RELATIONSHIPS:

- General Manager
- Head of Finance
- Regional Finance Manager
- Head of Departments

EDUCATION AND EXPERIENCE:

- A Master's Degree in Finance and Accounting;
- At least eight years' experience in similar role.
- Excellent communication and presentation skills.
- Analytical approach to work.
- High numeracy and sound technical skills
- Problem-solving skills
- Strong attention to detail and an investigative nature
- Strong verbal and written skills in French and English.
- Willingness to live in a remote setting and with previous experience living in Africa.

WHAT SUCCESS LOOKS LIKE:

- Books and accounts are clean, reconciled and explained
- Financial reports are produced on time, with required quality level
- All expenses are compliant with APN rules
- External audit (IFRS) do not report major findings and any findings from the past is properly controlled
- Operation do not suffer from lack of cash planning, but internal controls are performed adequately
- Grant Management Team is capable to extract readable financial data and to use it to produce donor report which are compliant with donor rules

HOW TO APPLY:

To apply, please email your CV and cover letter to centralafrica.hr@africanparks.org by Friday, 12th November 2021. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful.

We thank you for your interest in working for African Parks.

For more information or questions, do not hesitate the Regional Human Resources Director, Mr. Kevin Keenoo.