



<b>POSITION</b>	<b>: Deputy Financial Manager</b>
<b>ORGANISATION</b>	: African Parks – RCA
<b>LOCATION</b>	: Bangui / Kocho, Central African Republic
<b>REPORTING TO</b>	: Financial Manager
<b>EXPECTED START DATE</b>	<b>: As soon as possible</b>
<b>Contract Duration</b>	<b>: Two (2) years</b>

### **BACKGROUND:**

African Parks is a non-profit conservation organization 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.

Chinko's mosaic of ecosystems at such latitude on the African continent makes this area incredibly rich and unique in biodiversity. The Chinko Conservation Area (CCA) is an important area for endangered wildlife as well a vast ecosystem with complex interactions and is the only managed protected environment in the remote eastern part of CAR.

Most recently, a "functional landscape" of about 64'645 km<sup>2</sup> which the government of the CAR designated the mandate to APN to develop a comprehensive conservation strategy and land-use plan. This will need protecting.

### **JOB OVERVIEW:**

African Parks Network (APN) is looking to employ a Deputy Financial Manager to be based in Kocho and Bangui (RCA) as soon as possible. This position will report into the Financial Manager.

### **Key Responsibilities:**

#### **Accounting:**

- Support the setup of the accounting team;
- Supervise the recording, classifying and summarising of the financial transactions of the park;
- 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 that it is compliant with internationally accepted accounting principles, legal and statutory requirements of the country;



- Review and provide guidance and coaching to accounting staff ensuring accuracy, correctness and completeness of transactions recorded;
- Ensure the timeliness of required financial reports to project managers, donors, government partners and Board Members are met;
- Ensure legal and taxation compliance.

### **Grant Management**

- Ensure that there is the coding of grants received into Serenic (accounting software) to enable automatic financial reporting;
- Review grant allocations on a quarterly basis to ensure that the utilisation is correct;
- Review and/or prepare financial grant reports;
- Supervise the audits donors.

### **Planning, Budgeting and Forecasting Reporting:**

- Assist in the planning and budgeting for the park, assist in elaborating the financial plans and budgets, and ensure that the assumptions, parameters, guidelines and policies in planning are complied with;

### **Treasury and Cash Management:**

- Conduct treasury planning;
- Liaise with banks to ensure best rates on forex, transfers, bank charges and so on.

### **HOW TO APPLY:**

To apply, please email your CV and cover letter to [centralafrica.hr@africanparks.org](mailto:centralafrica.hr@africanparks.org) by Thursday, 30 June 2022. 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.