



Terms of Reference for Chad Roving Finance Controller

Position Title:	Chad Roving Finance Controller
Reports to:	Regional Finance Manager
Location:	Chad Regional Office (NDjamena_Chad)

African Parks in Chad: African Parks Network (APN), www.africanparks.org, is an international non-profit organisation that assumes full responsibility for the direct management of protected areas in long-term partnerships with governments and local communities. APN applies business management principles and combines revenues from the development of these protected areas with those of private donors. Its aim is to achieve long-term ecological, financial and social sustainability of each protected area in order to contribute to the economic development and poverty reduction of the countries and regions concerned. Currently, APN manages 21 protected areas in 12 countries - Benin, Congo-Brazzaville, Malawi, Mozambique, CAR, DRC, Rwanda, Chad, Angola, Zimbabwe, Zambia and South Soudan.

Primary Purpose

The Chad Roving Finance Controller primary function is to ensure interim to Chad park-based Finance Controller, and to provide general support with finance management at park or regional level when needed. He/She stand on behalf of Park FC in the park when on leave, and can also provide additional support to them during high activity periods (Audits, Budget, Year-end closing, etc...). He/She may also stand on behalf of the Regional Finance Manager if needed. He/She will learn and get familiar with APN rules & practices and may move to a park-based position in any APN park across the African continent.

Key Performance Areas (KPA's)

1. Accounting and Reporting:

- Supervise the recording, classifying and summarizing of the financial transactions of the park and 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;
- Prepare periodic reports of financial performance and discuss with HOD's

2. Treasury and Cash Management:

- Conduct treasury planning;
- Liaises with banks to ensure best rates on forex, transfers, credit card charges, etc

3. Planning, Budgeting and Forecasting Reporting:

- Assist in the planning and budgeting for the park / project, take the lead in the financial plans

and budgets, and ensure that the assumptions, parameters, guidelines and policies in planning are complied with;

- Review and monitor budget performance of the park / project and provide recommendations;
- Provide cost data of the various resource inputs to park / project personnel to prepare and update budget;
- Assist the Park Manager and other PMU staff by providing guidance on compliance with donors' guidelines and the provisions of donor agreements.

4. Internal Control Environment:

- Continuously review the adequacy of internal controls 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.

5. Fixed Asset Management:

- Conduct of an annual inventory of all fixed assets to determine their location and condition of proper disposition;
- Determine accuracy of depreciation in accordance with APN's policy and ensure that assets are adequately protected;
- Prepare requests for approval to dispose of missing, lost, stolen, damaged and obsolete equipment.

6. Payroll:

- Ensure that systems and procedures are in place to enable accurate preparation and disbursement of the payroll in compliance with statutory requirements;
- Review and sign off on the accuracy of the monthly payroll.

7. Due Diligence and Audit:

- Co-ordinate with auditors on the preparation of the reporting pack and necessary notes to the accounts;
- Provide draft responses to the audit management letter, including coordinating inputs from the programme, human resources, administration and other units, as necessary;
- Ensure the closure and resolution of audit findings.

8. Donor Management:

- Review donor allocation and prepare donor financial report on monthly basis
- Ensure donor rules and regulation compliance of expenses
- Run "pre-audit" checks
- Secure archiving of donor related accounting vouchers and all required supporting documentation

9. General:

- Provide leadership, guidance and support in all finance matters (including taxation and other financial issues) and give advice;
- Provide training to staff on APN financial policies and procedures, budgeting methods and donor guidelines;
- Assist with writing and maintaining the local procurement policy and be a member of the procurement committee.

Required qualifications, competencies and experience:

- Finance & Accounting background
- At least 5 years' experience in a Senior Finance position
- Must be able to work in French and in English on daily basis

- Experience in international organisations
- Has managed a team of at least 5 people
- Experience working in multi-cultural environments
- Experience working with ERP systems
- Excellent computer/technology skills – Excel
- Analytical skills
- Demonstrated leadership ability
- Strong interpersonal skills
- Strong team player
- Results oriented
- Highly resilient
- Adaptable

Please send all cover letters, CVs and copies of diplomas to the attention of the Regional Finance Manager by **08 October 2022** to rh.tchad@africanparks.org.

Applications received after this deadline will not be considered. Only shortlisted candidates will be notified by email or by telephone or skype.