



**Position Title:** Banking Administrator

**Location:** Bryanston, Johannesburg

**Reporting to:** Group Treasury and Grants Accountant

**Type of contract:** Full Time

### **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 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, South Sudan Zambia and Zimbabwe.

### **Key Responsibilities**

The roles and responsibilities are varied and wide and not limited to the following:

- Custodian of Forex Petty Cash and Local Petty Cash
- Completion of forex replenishment forms
- Responsible for managing the treasury mailbox
- All banking admin (list below not exhaustive);
  - a. Completion of forms for account opening
  - b. Completion of forms for token issue
  - c. Completion of forms for Credit card applications and credit card limit increases
  - d. Requesting of swift copies and downloading of Proof of payments on request for local payments
  - e. Confirming rates for incoming funds
  - f. Reporting on donations received and allocation therefore to relevant parties
  - g. Inputting local and Offshore payments on the banking platform
  - h. Addressing banking queries in relation to payments and credit card purchases
- Compiling the weekly Cash Status Report and Park availability report
- Establishing allocation/nature of incoming funds
- Filling in for Office Manager

### **Requirements for the Role**

- Finance Degree or Similar
- Minimum 2 years' experience within a back-office/admin/operations role within banking operations
- Excellent degree of accuracy and attention to detail
- Ability to work unsupervised and deliver quality work across multiple tasks within required deadlines
- Strong communication skills

- Experience working in a multi-currency environment
- A clear understanding of the importance of confidentiality
- ability to work with all levels of management within the organization
- Excellent computer literacy
- Gathering, analyzing, and interpreting relevant financial data.

*To apply, please email your CV and cover letter to [hadmin@africanparks.org](mailto:hadmin@africanparks.org) by 03 October 2022.*

*Kindly note that only shortlisted candidates will be contacted.*