



POSITION : Finance Manager

ORGANISATION : African Parks – RCA

LOCATION : Central African Republic

REPORTING TO : General Manager (*administrative & operational*) and dotted to the Regional Finance Manager (*functional*)

EXPECTED START DATE : 1st **November 2022**

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 22 national parks and protected areas in 12 countries covering over 17 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, Zambia, south Sudan and Zimbabwe.

Located in southeastern Central African Republic, Chinko is a massive wildlife area that offers an unprecedented long-term conservation opportunity. Chinko is home to endangered species such as African forest elephants, African wild dogs, eastern chimpanzees, and plains bongo antelopes.

African Parks is recruiting an experienced Finance Manager for Chinko Conservation Area and the position is located in the Park (HQ of Chinko)

JOB OVERVIEW:

The Finance Manager is responsible to oversee the end-to-end finance operations, financial planning and analysis, donor and partner management, establishing procedures and enforcing controls, preparing financial reports and maintaining the financial health of the organization.

The incumbent will ensure that all financial compliance and audit requirements are met while ensuring that all financial data is accurately entered into our financial system. He or she will provide support and advice to senior management, and budget managers or on donor compliance issues and budget monitoring.

MAIN ROLES & RESPONSIBILITIES:

Grant Management - Chinko receives numerous grants from multiple sources and the correct utilization of these grants is essential, including:





- Organising or participating in grant startup workshops;
- Ensuring that grant administration processes are being adhered to by the park;
- Ensuring that there is the coding of grants received into serenic (accounting software) to enable automatic financial reporting;
- Reviewing grant allocations on a monthly basis to ensure that the utilization is correct;
- Ensuring that there is the reconciling the undrawn funds of each park and repay disbursements on a quarterly basis;
- Reviewing and/or preparing financial grant reports;

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.
- Ensuring legal and taxation compliance

Treasury and Cash Management :

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

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;





KEY RELATIONSHIPS:

- Regional Operations Manager
- Park Manager
- Regional Finance Manager
- Heads of Department
- Internal and External Auditors

EDUCATION AND EXPERIENCE:

- Minimum eight (8) years of experience in a similar role, with a preference but not mandatory of two (2) years with a conservation or non-profit organization;
- A degree in accounting or Finance and full ACCA or CIMA with five (5) years of experience;
- Previous experience with any donor-funded programs or external audits;
- Results-oriented and focused, with the ability to follow guidelines and controls required of the position;
- Expert knowledge in budgeting, financial analysis and MS Excel;
- Proficiency with accounting software;
- Demonstrated team player with effective cross-cultural interpersonal skills;
- High level of integrity and impeccable record in previous accounting positions.
- Excellent organizational, analytical, oral and written communications skills in both English and French will be an advantage;
- Strong capacity to manage time and competing priorities;
- Strong initiative, perseverance, and resilience; and
- Willingness to live in a remote setting and with previous experience living in Africa.

HOW TO APPLY:

To apply, please email your CV and cover letter to centralafrica.hr@africanparks.org by Monday, 17th October 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.

