



Position Title: Junior Accountant

Location: Bryanston, Johannesburg

Reporting to: Senior Financial 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

- Will be responsible for all paperwork and electronic filing for the finance office at APN (including the scanning and uploading of Payment Requisitions)
- Will complete all administration around travel reimbursements and credit card justifications (review of documents, processing and reconciliation etc.)
- Will be responsible for processing of all park disbursement entries and review of all supporting documents before processing. The person will be the first point of contact with the parks for all disbursement related queries.
- Processing of all petty cash slips on the system and preparing monthly reconciliations of all petty cash accounts.
- Maintenance of Share point which is used to upload PR's for payment by ensuring that PR's are uploaded in the 'PR's to be approved' folder for Head Office and Treasury before the payment run days. All Head office, park and Treasury approved PR's to be moved from 'PR's approved' folders to the 'Submitted to bank' folders after each payment run. Also ensure that no payments have been missed for each payment run.
- Will be responsible for the capturing of FCM invoices on Serenic and performing the monthly reconciliation. This responsibility will be taken on at a later stage.
- Assisting with the annual audit by providing the auditors with the required paperwork.
- Acts as a backup for the Financial Accountant when the responsible person is on leave.
- Responsible for processing of purchase orders for TGS.
- Filling in for Office Manager as and when requested.

Requirements for the Role

- BCom Accounting Degree or Similar
- Excellent degree of accuracy and attention to detail
- Strong communication skills
- Ability to work unsupervised and deliver quality work across multiple tasks within required deadlines
- Excellent computer literacy
- A clear understanding of the importance of confidentiality
- Ability to work with all levels of management within the organization
- Gathering, analyzing, and interpreting relevant financial data.

To apply, please email your CV and cover letter to hadmin@africanparks.org by 03 October 2022.

Kindly note that only shortlisted candidates will be contacted.