



## **VACANCY: ZAMBIAN FINANCIAL CONTROLLER**

### **LIVINGSTONE, ZAMBIA**

(Contract Period: 2-year renewable)

#### **Background:**

Peace Parks is a non-profit conservation organisation that specialises in the development of Transfrontier Conservation Areas (TFCAs) and the long-term management of key protected areas within these landscapes. We currently focus on the development of four priority TFCAs throughout southern Africa and the co-management of nine national parks and protected areas covering over 3.5 million hectares within a larger TFCA landscape of over 650,000km<sup>2</sup>. In addition to protected area management, Peace Parks also focusses on landscape and natural resource-based community development initiatives. Peace Parks is currently supporting the development of conservation areas within the Kavango Zambezi Transfrontier Conservation Area (KAZA TFCA).

#### **Reporting:**

The Zambian Financial Controller will report to the KAZA Project Manager and will work closely with Peace Parks Foundation head office finance section. The position shall be responsible for the management of finances within the KAZA TFCA.

#### **Role Requirements:**

- Bachelor's degree or equivalent qualification in a related field.
- Minimum ten years' experience in the finance and administration management sector.
- A good verbal and written command of English is essential.
- An understanding of and appreciation for conservation will be advantageous.
- Self-driven with ability to self-manage and work within a team.
- Zambian Citizenship.
- Driver's license with competency to drive in remote locations.
- Willing to reside in a remote location from time to time.

#### **Performance Areas:**

- Lead and manage the Finance and Administration department.
- Oversee procurement and ensuring adherence with all the financial control procedures as per the separate agreements of the various donors.
- Assisting and overseeing the project teams to ensure that there is proper preparation of supporting documentation for all electronic transfers and cheque payments.
- Ensuring that the processing of cashbooks and petty cash are done monthly as well as the monthly reconciliation thereof.
- Overseeing preparation of the general ledger to trial balance level. Assisting with the finalisation of the trial balance. Be able to produce timeous and accurate management reports that will enable management to make informed decisions.
- Reconciling the balance sheet accounts.
- Updating the fixed asset register and reconciliation to the ledger accounts.
- Ensuring that all controls are in place to ensure collection, processing, management and banking of all revenue generated by the Parks under his/her control.
- Producing cash flow forecasts to ensure that requests for replenishment are dealt with timeously.
- Interpreting financial information and advise management regarding financial decisions to be made.
- Evaluating current internal controls and advise management regarding the effectiveness of these controls. Make new proposals to management regarding internal controls.
- Asset management: Ensuring the effective management of assets, by ensuring that assets are recorded and properly secured, to ensure that all assets are utilised to capacity.

- Contract management: Keeping a register of all contracts entered into by the Parks on Microsoft Dynamics 365.
- Vehicle Fleet management: With the support of the Operations manager, ensure the vehicle fleet is effectively managed and monthly reports detailing mileage, fuel consumption and maintenance are compiled.
- Oversee HR management: With the support of the Human Resources consultant ensure that good HR management is practiced including ensuring compliance with Zambian employment regulations, management of salary payments and maintaining records e.g., leave records, employment contracts, etc.
- Oversee Tourism facility management: With the support of the Parks Technical or Project managers ensure that tourism facilities are effectively managed and maintained and that the tourism booking system functions effectively.
- Implementation and training of new financial and accounting system.
- Assist with procurement, following procurement regulations as outlined by PPF's respective donors.

**Remuneration:** A competitive salary package will be negotiated, based on qualifications and experience.

Interested candidates should submit a covering letter detailing their interest in and suitability for the position, as well as Curriculum Vitae in English, with contact details of three references by **Friday, 28<sup>th</sup> October 2022**.

Applications should be submitted to:

Human Resources

Email: [applications@peaceparks.org](mailto:applications@peaceparks.org)

**SHORTLISTED CANDIDATES** will be contacted to attend an interview. Should you not hear from us within two weeks from the closing date, your application was unsuccessful.