



**VACANCY: FINANCIAL MANAGER**  
**(THREE-YEAR FIXED-TERM CONTRACT)**

<b>Position Title:</b>	Financial Manager
<b>Duration:</b>	Three Year Contract
<b>Location:</b>	Stellenbosch
<b>Contracting Organisation:</b>	Peace Parks Foundation

**Qualities required**

- Accounting degree, postgraduate degree (Honours) would be good;
- Have 10 – 15 years' experience in auditing and accounting;
- Be able to work under pressure and honour deadlines;
- Have excellent Excel skills and good command of English;
- Knowledge of Pastel and/or other accounting software;
- Driver's license.

**KEY PERFORMANCE AREAS**

- 1. Manage, maintain and improve all financial systems and related controls:**  
Ensure that financial systems and controls are in place and are carried out.
- 2. Management and approval of accounting records and financial reporting:**
  - Ensure accurate accounting records;
  - Ensure accurate and timeous financial reporting;
  - Prepare monthly and quarterly Management reports.
- 3. Preparation and management of budgets:**
  - Support CFO in preparing budgets that accurately reflect PPF's planned activities and financial commitments;
  - Ensure that budgets are adhered to (total PPF budget as well as individual projects/cost centers).
- 4. Management of funds and investments:**
  - Ensure that PPF funds are administered according to agreement with, or intention of, the source of the funding;
  - Ensure that interest income on fund reserves and capital fund is maximized and accurate;
  - Daily cash flow management.
- 5. Assist with the financial management of projects:**
  - Ensure that project budgets are accurate and adhered to;
  - Assist certain projects to ensure that project-specific financial procedures (according to agreements with sponsors/donors) are adhered to.
- 6. Ensure compliance with laws relating to financial and corporate governance matters:**
  - Ensure compliance with tax laws (income tax, VAT, 18A donations, Botswana PAYE, Mozambican tax);
  - Support CFO to ensure compliance with corporate governance laws.

Interested candidates are invited to submit a cover letter detailing your interest in and suitability for the position, as well as a Curriculum Vita, with the contact details of three references. These should be submitted by **15 December 2017**.

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

Applications should be submitted to:

Mrs Dyan Lee

Human Resources Manager

Peace Parks Foundation

11 Termo Road, Techno Park

P.O. Box 12743, Die Boord, Stellenbosch, South Africa

Fax: +27 (0) 866837078

Email: [dlee@ppf.org.za](mailto:dlee@ppf.org.za)

**SHORTLISTED CANDIDATES** will be contacted to attend an interview.