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Approved  
*[Signature]*  
27/09/2024

**POSITION** : Roving Field Accountant  
**ORGANISATION** : African Parks Network – South Sudan  
**LOCATION** : Juba/Boma  
**REPORTING TO** : Deputy Finance Manager  
**EXPECTED START DATE** : *As Soon As Possible*



**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 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30,000 KM<sup>2</sup>. The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM<sup>2</sup>, and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

**JOB OVERVIEW:**

The incumbent will provide practical support to the parks and ensure that field cash management is in line with African Parks' SOPs and best practices of financial management. You are expected to be knowledgeable in accounting & finance and provide practical and compliant solutions in your day to day work. You will be the focal point between the Park finance and Juba and ensure requests are met in a timely manner. As a team player, you are expected to realize potential and build the capacity of the cashiers and enhance good performance. You will spend 50% in the park to fulfill the above.

**MAIN ROLES & RESPONSIBILITIES:**

- Ensure that the Park adheres to the best practices of financial management stipulated in AP's SOPs.
- Timely booking of purchase invoices, bank and petty cash transactions in the accounting ERP (Navision).
- Ensure that the field finance staff are supported with petty cash management and other technical aspects of their work.
- Facilitate payment and reconciliation of taxes.





- Ensure the timely reconciliation of funds accounts and addressing reconciling issues in real-time.
- Ensures timely reconciliation of the inter-company account between the two Parks (Boma & Badingilo).
- Timely reconciliation of cash in transit accounts.
- Provide on ground support to park finance staff by traveling at least twice in a month and submitting report of actions taken.
- Review the petty cash books from the parks before booking in the ERP and ensures emergent issues i.e supporting documents are addressed and in place.
- Updating monthly foreign exchange rate in the accounting ERP.
- Ensure cash counts are correct and differences investigated and addressed.
- Reviews operations advance and ensure their timely settlement.
- Ensure field staff salaries are reconciled before dispatch.
- Staff advance reconciliation and clearance.
- Creation of vendor accounts in the accounting ERP according to the naming protocol.
- Support with updating timesheets for field support for review, approval and archiving.
- Ensure sufficiency of field petty cash and facilitate the timely replenishment and dispatch to the field.
- Provide support during internal and external audits by ensuring that vouchers sampled are timely availed.
- Ensure vouchers are filed and folders clearly indexed.
- Identify learning gaps of the direct reports and develop an actionable practical learning session(s).
- Any other finance related duties assigned.





## EDUCATION AND EXPERIENCE:

**Education:** Bachelor's Degree in Accounting/Finance/Commerce/Business or related qualification.

**Experience:** At least 3 years of practical work experience in finance and accounting with the use of accounting ERPs. Knowledge of Navision is of an added advantage

### Skills and abilities:

Accounting  
Financial Management  
Analysis  
Problem solving  
Attention to details  
Ability to mentor/coach  
Time management

## HOW TO APPLY:

To apply, please email your CV and cover letter to [ssrecruitment@africanparks.org](mailto:ssrecruitment@africanparks.org) or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South** by **Friday, 18 October 2024**. 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.

