

**APPENDIX I**  
**JOB DESCRIPTION**

<b>Position title</b>	Financial Controller Position	<b>Supervises</b> <ul style="list-style-type: none"> <li>• Treasury admin support</li> <li>• Financial Accountant</li> <li>• Travel and procurement coordinator</li> </ul>
<b>Location</b>	African Parks Head Office	
<b>Reports to</b>	Finance & Admin Director	
<b>Starting date</b>	January 2018	

**Job overview**

**Key roles and responsibilities**

**As the financial controller of African Parks Network (a S21 not for profit organization), you will be directly responsible for all financial matters directly related to the entity. This includes:**

- Supervising the postings done by the Financial Accountant and ensure monthly accounts are accurate and complete
- Performing monthly VAT submissions and be in charge of the relationship with SARS
- Ensuring S21 compliance with different bodies: SARS and CIPCC
- Reviewing the APN articles of association and prepare compliance checklist
- Assisting in compiling the APN budget and ensure adherence to it
- Will continuously investigate room for efficiency: cellphone contracts, supplier agreements etc.
- Will be responsible for the annual APN audit including: completing reporting packs, compiling AFS and reviewing AFS

**Donors**

- Will work with the APN grants manager and the park financial controllers to ensure that all EU financial reports are up to date. These will be submitted to the grants manager on a quarterly basis. This a coordination role.
- Will have the overall responsibility of the treasury sets of accounts of APN, being the books where most donors are “housed”.
- Will liaise with SAPF on all APN financing matters

**Consolidation**

- Receive the monthly reports of parks
- Consolidate all the treasury requirements of the parks and monitor that there is no excessive use of cash flow
- Prepare monthly consolidated management accounts to be submitted and discuss with the FD

**Park compliance**

- Will require to travel (at least 4 times a year) to assist in monitoring park compliance or other adhoc projects as requested by the APN Finance Director

**Software and ERPs**

- Work with AP Finance Project Manager to develop consolidation tools in Serenic Navigator
- May be required to assist on various projects

**What success looks like in 5 years**

- Has a good overall understanding of the organization from a financial point of view
- Is fully responsible for African Parks treasury including all the park funds held centrally
- Has mastered the ERP system to an extent where it is possible for him/her to assist others in troubleshooting
- Unqualified APN audits

**Key Performance Indicators**

- TBC

<ul style="list-style-type: none"> <li>• Compliance of APN from a governance perspective</li> </ul>	
<p><b>Key relationships</b></p> <ul style="list-style-type: none"> <li>• SARS</li> <li>• Banking institutions</li> <li>• Head office suppliers</li> <li>• External auditors</li> </ul>	<p><b>Capabilities, competencies and experience needed for the job</b></p> <ol style="list-style-type: none"> <li>1. Registered (or in process of registering) chartered Accountant or equivalent (e.g ACCA)</li> <li>2. Bilingual (English and French)</li> <li>3. Has a valid work permit if not South African or is eligible to apply for one</li> <li>4. Able to travel on demand</li> <li>5. Highly analytical mind, process driven with excellent excel skills</li> <li>6. Has worked on ERPs before</li> <li>7. Is genuinely interested in the work that African Parks does</li> </ol>