



**Position Title:** Finance Manager  
**Location:** Chad / Zakouma  
**Reporting to:** Park Manager (administratively and operationally)  
Regional Finance Manager (functionally)  
**Start date:** As soon as possible

## **ABOUT AFRICAN PARKS**

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, the Republic of Congo, Rwanda, South Sudan Zambia and Zimbabwe. The organization was founded in 2000 in response to the dramatic decline of protected areas due to poor management and lack of funding. African Parks utilizes a clear business approach to conserving Africa's wildlife and remaining wild areas, securing vast landscapes and carrying out the necessary activities needed to protect the parks and their wildlife. African Parks maintains a strong focus on economic development and poverty alleviation of surrounding communities to ensure that each park is ecologically, socially, and financially sustainable in the long-term. Our goal is to manage 30 parks by 2030, the geographic spread of protected areas and representation of different ecoregions makes this the largest and most ecologically diverse portfolio of parks under management by any one NGO on the continent.

## **PURPOSE OF THE JOB**

As a member of the Park Management Unit, the Finance Manager will be responsible for the organization's financial performance by managing accounting records, evaluating and managing risk, ensuring compliance with regulations, publishing financial statements, overseeing accounting operations, analyzing financial data, monitoring expenditure, forecasting revenue, coordinating auditing processes, and ensuring the accuracy of financial information to donors. This includes implementing financial controls as dedicated by finance manual of African Parks, training the team as to their responsibilities with finances, and creating reporting structures for the different head of department to be aware of their budgets.

## **DUTIES AND RESPONSIBILITIES**

### ***1. Accounting and Reporting***

- Supervise the recording, classifying and summarizing of the financial transactions of the park and ensuring the proper update and maintenance of the accounts to ensure that the accounting system provides the basis for an efficient financial information system for both internal and external users and that it is compliant with internationally accepted accounting principles, legal and statutory requirements of Chad;
- Review all accounting related transactions (payment vouchers, receipt vouchers, debit and credit notes, staff time invoices, correcting journal entries) prior to entry into the accounting system;
- Ensure that all balance sheet accounts are reconciled;
- Review and provide guidance and coaching to accounting staff ensuring accuracy, correctness and completeness of transactions recorded;
- Ensure the timeliness of required financial reports to project managers, donors, government partners and Board Members;
- Prepare periodic reports of financial performance and discuss with head of departments.

### ***2. Treasury and Cash Management***

- Prepare the monthly cash flow projections and monitor the continued availability of funds to cover the requirement of all park activities;
- Review and ensure that disbursements are properly supported with relevant evidential documentation; cash and bank balances are reconciled with the records maintained. Reconciliations are reviewed and signed by the park manager.

### ***3. Planning, Budgeting and Forecasting Reporting***

- Assist in the planning and budgeting for the park, taking the lead in the financial plans and budgets and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with;

- Review and monitors budget performance of the project and provide recommendations;
- Provide cost data of the various resource inputs to project personnel to prepare and update Budget;
- Assist the park manager and other park staff by providing guidance on compliance with donors' guidelines and the provisions of donor agreements.

#### **4. Internal Control Environment**

- Continuously review the adequacy of internal control to ensure the provision of accurate and timely financial information, protection of assets and adherence to policies, systems and procedures and the smooth and orderly implementation of plans and activities.

#### **5. Fixed Asset Management**

- Ensure the identification and proper inventory of fixed assets of the project through the conduct of an annual inventory to determine their location and condition of proper disposition;
- Determine accuracy of depreciation in accordance with APN's policy and that the assets are adequately protected;
- Prepare the request for approval to dispose of missing, lost, stolen, damaged and obsolete equipment's.

#### **6. Payroll**

- Collaborate with the HR Manager ensuring that the systems and procedures are in place to enable accurate preparation and disbursement of the payroll in compliance with statutory requirements;
- Sign off on the monthly payroll by reviewing and checking the accuracy of amounts to be paid to the staff.

#### **7. Due Diligence and Audit**

- Coordinate with the auditors in the external audit of Ennedi Reserve. This includes preparation of the reporting pack and necessary notes to the accounts;
- Provide draft responses to the audit management letter, including coordinating inputs from the Program, human resources, administration and other units as necessary;
- Ensure the closure and resolution of audit findings.

#### **8. General**

- Provide leadership and guidance in all matters pertaining to finance (including taxation and other financial issues) and give advice and support to all those needing it.
- Provide training to park staff on APN financial policies and procedures, budgeting methods and compliance with donor guidelines;
- Where required, assist with writing and maintaining the local procurement policy and be a member of the procurement committee.
- Compile donor financial and narrative reports
- Ensure completeness of all existing park paperwork
- Produce adhoc financial analyze and respond to other request that may arise

#### **KNOWLEDGE AND SKILL**

- Minimum of 7 years' experience in a finance team, with at least 5 years in a managerial position
- Bachelor degree in Accounting and finance, qualified CA, ACCA, CIMA or CPA is preferably
- Proven work experience in finance & accounting management
- Strong accounting background or audit experience
- Knowledge of INGO and institutional donors and their financial reporting requirement
- Result driven with strong capacity to work autonomously
- Team player with capacity to work with multicultural environment
- Excellent computer skills with high proficiency in Microsoft Excel
- Proficiency in accounting software SERENIC Dynamic Navision 2017
- Excellent interpersonal and communication skills
- Fluency in both English and French
- Strong ability to be able to manage and prioritize multiple tasks
- Experience in training and developing Finance staff
- Strong leadership skills
- Good analytical and problem-solving skills

- Ability to work under pressure and overtime
- Experience living in remote location, ideally in Chad or similar African country

## **HOW TO APPLY**

To apply, please email your cover letter together with valid finance qualification, CV, license, three referees and communication details (email and phone number) to [rh.tchad@africanparks.org](mailto:rh.tchad@africanparks.org) by **23 Juillet 2023** (with attachment being in PDF, JPEG or TIF).

Please note that only candidates with the needed qualifications and relevant experience will be shortlisted for interview.