



POSITION : Cashier (1 Position)
ORGANISATION : African Parks – South Sudan
LOCATION : Juba with field visits to the Parks
REPORTING TO : Accountant
DURATION : One Year, renewable
EXPECTED START DATE : **8th September 2025**

BACKGROUND:

African Parks is a non-profit conservation organization that takes on the complete responsibility 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, the 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 KM². The parks host the largest wildlife migration in the World, covers over 120,000 KM², and provide habitat for large populations of hartebeest, Buffalo, elephant, giraffes, and Lions.

JOB OVERVIEW:

A cashier handles cash registers, processes purchase, checks for correct pricing, itemizes them, and accepts payment. Besides being good, they need to be reliable enough to be trusted with cash transactions and sensitive payment details.

Main Roles and Responsibilities:

Payment Processing

- Prepare payment vouchers on time and follow up payment reviews and approvals with the relevant authorized person.
- Focal point for payment processing.
- Ensure all payments are processed immediately when submitted to the finance department.
- Verify all payment documents and ensure arithmetic accuracy and compliance with all relevant policies. Payment documents should have all





relevant supporting documents attached. (Requisition, bid analysis, invoices, GRN, etc.).

- Ensure all payment documents are in compliance with statutory rules, e.g., tax and other costs principles of allocable, allowable, and reasonableness.
- The cashier should ensure timely feedback to staff and vendors on any document or information required to make payment.
- Ensure proper coding combination (Account code, fund, project code, etc.) for all payments, both on the voucher and in the system.
- Timely preparation and submission of tax returns to the authority.
- Follow up on cheque approvals of submitted payments.
- Ensure all payment documents are fully signed by the relevant authorized individuals.

Filing

- File all finance documents in line with the agreed methodology.
- Ensure all payment supporting documents are filed properly in chronological order with a proper label for easy access.
- Ensure all documents entered in the finance system are supported and filled.
- Custodian of all finance vouchers and ensures the archive is not accessed without authorization.
- Support in providing financial documents that may be required by auditors and any other authorized person.

Education & Competencies:

High School Diploma or equivalent in Accounting/Finance/Commerce/Business or related qualification. A bachelor's degree in accounting & finance will be of added advantage.

Experience:

At least 1-2 years of practical work experience as a cashier and accountant, with strong communication skills and alertness, attentiveness to details, and competence with computer skills.

HOW TO APPLY:

Interested candidates should submit a cover letter detailing their experience and motivation for the position, along with an updated CV to





ssrecruitment@africanparks.org or hand delivery to **African Parks office, Thonping, Synergy Suites – Plot No 849, Block No 3-K South** by **Friday, 29 August 2025**. 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.

