



50-H-3

mol

APPROVED



**POSITION** : Chief Accountant (1 Position)  
**ORGANISATION** : African Parks – South Sudan  
**LOCATION** : Juba with field visits to the Parks  
**REPORTING TO** : Finance Manager with Matrix reporting to Deputy Finance Manager  
**DURATION** : One Year renewable  
**EXPECTED START DATE** : 1<sup>st</sup> July 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, 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 largest wildlife migration in the World, covers over 120,000 KM<sup>2</sup>, and provides habitat for large populations of hartebeest, Buffalo, elephant, giraffes and Lions.

#### JOB OVERVIEW:

The Chief Accountant plays a critical role in ensuring the financial integrity and accuracy of African Parks' transactions. This position is responsible for providing comprehensive accounting oversight, safeguarding compliance with organizational policies, and upholding international accounting standards.

#### Main Roles and Responsibilities:

##### Reconciliation

- Ensure Ledger and sub-ledger accounts (customers, suppliers/vendors, fixed assets) are reconciled monthly.
- Reconcile balance sheet accounts (e.g., PIT, Salary, cash in transit).
- Ensure all balance sheet accounts are reconciled monthly.
- Ensure timely reconciliation of intercompany accounts between parks and with Head Office.





- Ensure timely staff advance reconciliation and clearance.

### **Review & Compliance**

- Review financial transactions for completeness (coding, supporting documentation) before posting in AP's ERP (Serenic).
- Review and post monthly salary journals in the accounting ERP.
- Timely review and posting of purchase invoices, bank, and petty cash transactions in the accounting ERP (Navision).
- Ensure internal and external audit readiness by participating in total quality management processes.
- Ensure the Park adheres to financial management best practices per AP's SOPs.

### **Treasury**

- Process intercompany transactions between Parks and the Head Office in a timely manner.
- Updating monthly foreign exchange rates in the accounting ERP.
- Ensure bank and cash accounts are reconciled, with discrepancies investigated and resolved.
- Ensure timely bank payments and that these are processed in the accounting ERP.
- Ensure the weekly cash flow report is submitted to the Head Office.

### **Education & Competencies:**

Bachelor's Degree in Accounting/Finance/Commerce/Business or related qualification. A Master's Degree in Accounting & Finance or part/fully qualified accountant will be of added advantage.

### **Experience:**

At least 3-5 years of practical work experience in finance and accounting, and competence in the application of accounting ERPs. Knowledge of Navision is of an added advantage.

### **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](mailto:ssrecruitment@africanparks.org) or hand delivery to **African Parks office**.





**Thonping, Synergy Suites – Plot No 849, Block No 3-K South by Wednesday, 2 May 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.

