



Job title: Financial Controller – W Niger National Park

Job type: Full time – Permanent

Closing date: 05 March, 2021

Report to African Parks Regional Financial Controller (functionally) and to the Wild Africa Conservation PIP Manager (administratively and operationally)

Direct reports: The Park Finance team report to the Financial Controller.

Location: Operations Base - W Niger National Park

Starting date: ASAP

Overview:

African Parks (AP) is a non-profit organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities.

In partnership with the Government of Niger and the Wild Africa Conservation (WAC) for the implementation of the Priority Intervention Plan for the rehabilitation and the conservation of the W Niger National Park, African Parks is currently seeking for a high-motivated and qualified candidate for the position of Financial Controller - W Niger National Park.

Role and Responsibilities:

As a member of the Park Management Unit, the Financial Controller 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 dictated by the finance manual of African Parks, training the team as to their responsibilities with finances, and creating reporting structures for the different department heads to be aware of their budgets.

This will be done under supervision from the AP Regional Financial Controller;

- To ensure that the accounting system is in place to record transactions per accepted accounting principles and AP finance policy as such that it provides the basis for an efficient financial management;
- To direct and control the administration of all financial, treasury and accounting activities following AP policy and in compliance with fiscal, legal, and statutory requirements in Niger;
- To assist in the clearing of equipment purchased;
- To ensure the W Niger National Park is tax compliant;
- To manage the bank accounts;
- To ensure that all donor regulations are adhered to: e.g., restricted funds, fund reporting requirements, specific procurement requirements, etc.



Key Performance Areas (KPA's)

Expected Key Performance Areas to be achieved by the Financial Controller are as follow:

1. Accounting and Reporting

- Supervise the recording, classifying, and summarizing of the financial transactions of W Niger National 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 Niger;
- Ensure monthly transactions are entered in General Ledger accurately and on a timely basis;
- 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 donors reports to account managers, donors, government partners, etc.;
- Prepare periodic reports of financial performance and discuss with the head of departments;
- Submit the monthly report to the Regional Financial Controller in line with the monthly reporting checklist and timetable.

2. Treasury and Cash Management

- Prepare the monthly cash flow projections and monitors the continued availability of funds to cover the requirements of the project;
- Review and ensure that disbursements are adequately supported with relevant evidential documentation; Cash and bank balances are reconciled with the records maintained. Reconciliations are reviewed and signed by the PIP Manager;

3. Planning, Budgeting, and Forecasting

- Assist in the planning and budgeting for the project, 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 the budget performance of the project and provide recommendations;
- Provide cost data of the various resource inputs to project personnel to prepare and update Budgets;
- Assist the PIP manager and other PIP staff by guiding 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;
- Managing depreciation following APN Standard Operating Procedure and that the assets are adequately protected;
- Prepare the request for approval to dispose of missing, lost, stolen, damaged, and obsolete equipment;

6. Payroll

- Collaborate with the national PIP 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 the W Niger National Park. 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 about finance (including taxation and other financial issues) and give advice and support to all those needing it;
- Provide training to project staff on AP 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;

9. Report on grants- financial and narrative

Required qualifications, competencies, and experience:

- Minimum of 5 years' experience in a finance team, with at least two years in a managerial position, Qualified ACA, ACCA, or CIMA Accountant is preferably
- Proven work experience in finance management,
- Knowledge of NGO donors and their financial reporting requirements is desirable especially EU and GIZ
- Result-driven with a strong capacity to work autonomously
- Team player with the capacity to work with a multicultural environment
- Excellent computer skills with high proficiency in Microsoft Excel and SAGE
- Excellent interpersonal and communication skills
- Long experience in Africa
- Strong ability to be able to manage and prioritize multiple tasks



- Experience in training and developing Finance staff
- Strong leadership skills
- Auditing experience
- Compliance oriented
- Proficiency in accounting software Navision 2017
- Fluency in both English and French is required
- Strong willingness to live in a rural setting and experience living in remote locations
- Adhesion to African Parks and Wild Africa Conservation values.

Key relationships:

- PIP Management Unit
- AP Regional Finance Manager
- WAC Finance Manager
- AP Regional Operations WOA
- Institutional and governmental Partners
- Donors
- Head Office Finance staff
- Operating partners and suppliers
- Other members of the PMU of W Niger National Park

How to apply

Please submit in a **single PDF format** your CV, cover letter and proof of related work experience explaining why you are a suitable candidate, along with three references to t.rabeil@wac-niger.org Cc samueld@africanparks.org with subject heading: “**Financial Controller position W Niger Park_Last Name**”.

Should you not hear back from us within 02 weeks after closing date, please take it that your application was unsuccessful.