



VACANCY ANNOUNCEMENT

Position: Admin and Account Officer (02)

Reports to: Senior Accountant

Location: Ikoga - Mbarali (01), Mlungu-Mbarali (01)

Overview

Six Rivers Africa (SRA) is a non-profit organization with a mission to protect, restore, and preserve wilderness areas, and increase the wildlife population so that the flora and fauna can be enjoyed for generations to come, as well as improve lives for communities living adjacent to protected areas.

Job Purpose

Seeking for an Assistant Accountant to perform daily accounting tasks that will support our financial team. His/her responsibilities include managing expense reports and reimbursements, entering financial transactions into our internal databases and reconciling invoices. Ultimately supporting the Accounts and finance department to run smoothly ensuring transparency and efficiency in all transactions.

Duties and Responsibilities:

- Managing assets
- Managing payments of part time workers and casuals
- Manage inventories
- Handling petty cash
- Create and update expense and inventory reports
- Ensure timely reporting of financial matters
- Ensure all purchases are sufficiently supported and accompanied by EFD receipts.
- Maintain digital and physical financial records.
- Participate in internal and external audits.

Job Requirements and skills

- BSc/BA in Accounting, Finance, or relevant field.
- Must relevant experience of at least two years.
- Hands-on experience with MS Excel and accounting software (e.g. SAGE)
- Organization skills.
- Ability to handle sensitive, confidential information.
- Knowledge of basic bookkeeping procedures
- Familiarity with finance regulations
- Good analytical skills

How to Apply.

Interested candidates should send their application letters, CV, and any other supporting documents (reference letters if available) to info@sixriversafrica.com. The deadline for applications is 31 July 2024.