



POSITION: Grants & Budget Manager

ORGANIZATION: African Parks Congo

LOCATION: Nagero, Democratic Republic of Congo

REPORT TO: Finance Manager

Category: Position opened to both

(Nationals and Expatriates)

Type of Contract: Fixed term (24 months)

Start date: 1st October 2025

BACKGROUND

African Parks is a non-profit conservation organization that takes full 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, Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Africa. Sudan. In the Democratic Republic of Congo, African Parks manages Garamba National Park and its three adjacent hunting domains, forming the Garamba Complex.

MAIN FUNCTIONS AND RESPONSIBILITIES

Donor Reporting & Management;

- ▶ Produce Donors BvA / Financial Report by the 10th of each month, sit with the Fundraising and Reporting Manager on every donor report to review correctness of transactions allocated to the donor and discuss reallocation or action to be taken per award.
- ▶ Monitor the park Funding Gap by producing monthly unfunded BvA and Forecast to the Fundraising and Reporting Manager
- ▶ Control of the park Funding Gap by ensuring correct allocation of expenses & propose donor compliant budget/expenses reallocation
- ▶ Work closely with the Fundraising and Reporting Manager to identify donor risk and/or funding opportunities
- ▶ Coordinate budgeting and forecasting exercise per award to ensure good budget management for all awards (by end of the year and/or end of the award when over multiple years)
- ▶ Participate to the drafting of budget proposal for new donor funding opportunities. Maximize allocation of unfunded expenses for the current year for each opportunity.
- ▶ Provide any donor related Ad Hoc financial analysis to the Management
- ▶ Ensure proper follow up and accuracy of donor funds management (UDF and REC).
- ▶ Maintain financial related documentation up to date for all award (Contract & Amendment, Financial Report, Payment Request, Donor Audit, etc...)
- ▶ Manage "sub-award" financial relationship with APN if applicable

Treasury and Cash Management;

- Coordinate and prepare reimbursement or prepayment request to donor.
- Forecast cash situation for each award

Park level Reporting, Planning, Budgeting and Forecasting;

- Coordinate the planning, budgeting and forecasting process for the park, by consolidating data per department and per award.

- Produce monthly BvA per operational department by the 15th of each month and sit with each Budget Holders to review and monitor budget performance and make recommendations to improve financial performance
- Provide support to Budget Holders to prepare and update their budget/forecast

Fixed Asset Management

- Ensure donor compliance on Asset (Tagging, Visibility, etc...)

HR & Payroll

- Review donor/budget allocation of the payroll before posting in the accounting system
- Ensure donor compliance for employee costs management (Timesheet management)

Audit

- With the Finance Manager, co-ordinate donor audits and ensure efficient and timely managed audit
- Ensure donor compliance & completeness of the entire documentation requested by the auditor before transmission
- Provide draft responses to the audit management letter
- Secure the closure and resolution of audit findings with the rest of the team (Finance & Ops)

General

- Ensure expenses are compliant with budget, donor rules and SOPs by controlling and approving purchase order and/or any other accounting document before commitment/payment.
- Ensure proper conservation of financial information (Archiving)
- Animate workshop & training on donor rules and regulation to accountant and Park Management Unit.

Carry out any other relevant tasks that may be assigned from time to time.

- Can do the interim of either the Accounting Manager or the Finance Manager if needed
- Contribute to implementing new systems (inventory, payroll, accounting, etc...) and improvement of SOP/Practices.

- Any other task asked by management.

Success look like ;

- ✓ Donor BvA are produced every month by the 10th, and reviewed together with the Fundraising & Reporting Manager.
- ✓ Donor financial report are produced on time with the highest quality standard.
- ✓ The Funding Gap is monitored monthly by production of unfunded BvA.
- ✓ The Funding Gap is reduced by optimization of existing funding. Any opportunity of compliant & approved reallocation of budget/expenses is implemented.
- ✓ Expenses paperwork is controlled timely, with correct donor/budget allocation, and fully compliant with each donor requirement.
- ✓ Donor Funds in our books (UDF and REC) are correct, matching donor BvA/financial report, and repayment or fund call are timely managed.
- ✓ New donor proposals are prepared on time and prioritizing funding of the current year funding gap
- ✓ Park Master Budget and each Award are managed efficiently by updating frequently the budget/forecast
- ✓ All donor & budget related matter are managed on daily basis by the Grants Finance Manager, but always in coordination with the Finance Manager
- ✓ The relationship between the Fundraising & Reporting Manager and the Grants Finance Manager is good, efficient and generate positive results for the organization
- ✓ APN and Donor SOPs are implemented and respected
- ✓ Donor audits are done on time, and do not report ineligible expenses, nor major findings. Any findings from the past is properly controlled.

EDUCATION AND PROFESSIONAL EXPERIENCE

- ✓ A Master's Degree in Finance and Accounting or equivalent;
- ✓ At least five years' experience in similar role.
- ✓ Must have at least five years of experience with large non-for-profit organization funded by multiple awards.
- ✓ Must have experience with institutional donor management (EU / USAID).
- ✓ Exposure to budget of approx. \$10 million annually funded by multiple donor
- ✓ Has managed a finance/accounting team of at least 5 people previously

- ✓ Bilingual: English and French
- ✓ Good verbal communication skills
- ✓ A high level of computer literacy is essential
- ✓ Willing and able to relocate and able to live in remote areas
- ✓ Ability to work under pressure at times, while maintaining high quality results is an essential requirement.
- ✓ Be honest, highly organized, responsible, self-motivated and able to take initiative under minimum supervision.

CANDIDATE SPECIFICATIONS

- ▶ Excellent strategic planning skills and able to interact with all levels;
- ▶ Able to work independently and highly meticulous;
- ▶ Critical thinking and strong analytical skills;
- ▶ Solid judgment along with decision making skills;
- ▶ Strong leadership capabilities ;
- ▶ Hands-on approach and proven ability to work under pressure in meeting tight deadlines;
- ▶ Good MS Office skills particularly strong capabilities in MS Excel;
- ▶ High level of confidentiality and integrity;
- ▶ Good problem solving and decision-making skills which require independent and original thinking;

HOW TO APPLY?

To apply, send your application (maximum 500 kb), covering letter and CV to hr-garamba@africanparks.org , in copy albertor@africanparks.org by 24th August 2025 at the latest.

GNP Human Resources Department.

David Tshiebue Mufuta

Head of Department