



Vacancy: Finance & Administration Officer – full time position (commencing with a 3 month fixed term contract)

Location: Vaalwater/Lapalala

Salary: R156,000 to R180,000 per annum dependant on experience

Closing date: 15th February 2015

Lapalala is a pristine nature reserve, largely untouched by man, and established to promote the wealth of biodiversity of the region and celebrate the rich natural heritage it represents. When it was founded in 1981, the vision of Lapalala was to practice sustainable conservation that emphasises the interconnectedness of man and nature and delivers lasting benefits for both. As such, Lapalala provides a safe habitat for rare and threatened animal species, creates employment and upliftment opportunities for surrounding communities, and works to educate future generations and empower them to become South Africa's champions of sustainability for years to come. For more information on Lapalala please visit www.lapalala.com

The Finance & Administration Officer is responsible for maintaining financial, accounting, administrative and personnel services in order to meet the requirements of legislation and Lapalala.

The position requires the incumbent to provide,

- ❖ **An efficient and effective office management function, including but not limited to;**
- ❖ Managing the activities and tasks of the Administration Clerk,
- ❖ Maintaining insurance coverage administration,
- ❖ Maintaining inventories & the assets register.
- ❖ **A finance/bookkeeping function, including but not limited to;**
- ❖ Capturing all financial information onto the Lapalala Intranet for approvals,
- ❖ Capturing all financial information using Pastel Accounting,
- ❖ Attending to all creditor & debtor related administration,
- ❖ Conducting banking,
- ❖ Undertaking VAT related administration & payments,
- ❖ Preparing required reports.
- ❖ **A Human Resources function, including but not limited to;**
- ❖ Attending to monthly computerised payroll administration,
- ❖ Attending to processing of Lapalala staff salaries using Pastel Payroll,
- ❖ Making payroll EFT payments,
- ❖ Making UIF, SDL and other mandatory payments,
- ❖ Maintaining personnel records & files,
- ❖ Issuing Records of Employment.



LAPALALA WILDERNESS

The knowledge, skills and attitudes required

- ❖ Be able to maintain, at all times and in all aspects, the highest levels of confidentiality & professionalism,
- ❖ Be honest and trustworthy,
- ❖ Have good computer skills,
- ❖ Have proficient knowledge of;
 - Generally accepted accounting principles and payroll systems
 - Pastel Accounting and Pastel Payroll
 - Office administration
 - Preparation of financial reports
- ❖ Have the ability to communicate effectively in English, both verbal & written,
- ❖ Have strict financial control and discipline skills,
- ❖ Be able to work independently and without supervision,
- ❖ Possess cultural awareness and sensitivity,
- ❖ Be flexible,
- ❖ Demonstrate sound work ethics,
- ❖ Have a driving licence and own vehicle for transport to meetings etc, mileage will be reimbursed.

Please send your CV with contactable references to: anton@lapalala.com with FAO as the Subject.