

GREAT PLAINS

CONSERVING AND EXPANDING NATURAL HABITATS



At Great Plains, we are proud to represent our camps and Botswana to guests from all over the world. We treat our guests and our colleagues with respect, and work hard together to deliver the highest quality of service to all. We are looking for a highly motivated, energetic and dedicated individual with a passion and proven experience in the finance sector. The applicant will be based in Maun and should be prepared to travel into remote areas from time to time.

Assistant Accountant

Reports To: Finance Manager: Botswana
Function: Finance
Location: Botswana

PURPOSE OF THE JOB:

The Assistant Accountant is responsible for ensuring that all the financial affairs of the companies are conducted to the highest standards of honesty and integrity. High ethical standards are necessary to maintain both competitive advantage and the pride and confidence of our associates, and to provide quality products and services to customers and clients. This role requires the development of an independent however well-respected relationship with Camp Managers and Admin Managers.

KEY DUTIES AND RESPONSIBILITIES

1. Stock control and management

- Implement and manage control systems to ensure that there are regular, consistent inventory counts and cut off procedures are effective to ensure accuracy of monthly management reporting.
- To ensure that the operational controls governing the management of stock are effective and that we optimise working capital management throughout all inventories managed within the business.
- Liaise with the Finance Manager in ensuring that the routine standard operating procedures for the counting of stocks are current and in place.
- Compile the stock summary with accurate valuations and prepare the monthly stock journals.
- Quarterly assess curio inventory for slow moving item for the following purposes;
 - To highlight these to the operational management so that decisions can be taken to address the age of stocks and to liquidate these.
 - If required to calculate and stock holding provisions required.
- Upload the journals into Pastel and get them approved before updating.
- Identify and highlight any instances of stock control deficiencies, discrepancies and investigate these with the appropriate operational managers. In instances of stock loss this must be brought to the immediate attention of the Finance Manager so that appropriate action can be taken.
- Review general ledger accounts and address any issues on the expense and inventory accounts.
- Identify and highlight instances of over-ordering or over-stocking from the supplier invoices and inventory counts.

2. Sundry Income

- Ensuring that all information needed to record sundry income transactions is available.
- Ensuring timely, accurate reporting of sundry income and highlighting possible deficiencies in controls around sundry income.

3. Cash-up Processing

- Ensure timely submission of weekly cash-up returns by Boutique staff and spa therapist.
- Compiling and updating weekly receipts of flights and other extras paid in camp schedule for the Senior Accountant to update the Debtor receipt Deposit Listing.
- Processing of weekly camp curio sales and spa sales on Pastel monthly.
- Providing support to Boutique Managers, on Pastel where necessary.
- Provide the Senior Accountant and the Assistant Finance Manager with information that relates to consignments sales to be able to process the supplier payments.
- Ensure that commission claimed on SPA sales are on invoiced sales.

4. Reconciliation and analysis of sundry sales

- Reconciliation of sales invoices raised to cash banked, credit card

deposit amounts and resolving discrepancies with the camp managers. Follow up on any unpaid balances and bring these to the attention of the Finance Manager if not banked within seven days the transaction date.

- Analysing curio sales profit margins per line item and per camp and highlighting any abnormalities in the margins realised to the Finance Manager so that these can be cleared with camp managers.
- Preparation of customer journals to correct mis-postings, reallocation of funds/ invoices and submit to the Finance Manager for authorization and approval.

5. Intercompany loan accounts

- Process any intercompany transactions between any group entity. Ensure that intercompany transactions are fully processed on each company.
- Ensure that the intercompany accounts are in balance, reconciling items identified timeously and resolved.

6. General

- Maintain proper filing systems to ensure that source documents are readily available for reference.
- Provide support to the Assistant Finance Manager where necessary.
NB: This is not an exhaustive list of responsibilities.

QUALIFICATIONS

- Degree in accounting/ Part qualified in ACCA/CIMA/BICA
- Registered or eligible to register as a member of BICA

MINIMUM EXPERIENCE

- 2-5 years' work experience
- Experience in operating a computerised stock management system.
- Added advantage if the candidate has been exposed to a tourism operation set-up.
- Ability to interface with a variety of departments and people.

PERSONAL ABILITIES

- Problem solving.
- Analytical skills.
- Interpersonal skills.
- Team player.
- Attention to detail.
- Deadline and results orientated.

Interested applicants should email a cover letter and updated CV to the below listed email addresses. The subject heading of the email should be written as: Assistant Accountant.

To: opportunities@greatplainsconservation.com; omphemetse@greatplainsconservation.com

The remuneration package will be offered according to experience and qualifications of the successful candidate. We do not accept hand deliveries.

Closing Date: 17h00 on Sunday 04th June 2023.

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED.