



The Wildlands Conservation Trust (WILDTRUST) invites applications for:
Finance & Budget Officer X 2
KwaZulu-Natal, South Africa – NPO Sector
FIXED TERM CONTRACT

KEY PERFORMANCE AREAS:

Outlined briefly below but not limited to

- Prepare, maintain and analyse financial reports and budgets monthly, ensuring that deadlines are adhered to at all times.
- Track and maintain various project and other budgets.
- Ensure accurate monthly allocation of expenditure and income.
- Prepare journals and reconciliations to ensure accuracy.
- Ensure that all organisational and project specific procurement, financial and other processes and policies are adhered to at all times.
- Ensure accurate financial forecasting that aligns with milestones and timelines.
- Support the Trust's audit processes both at an organisation and project level.

QUALIFICATIONS AND EXPERIENCE:

The successful candidate will be required to have

- A relevant 3-year diploma/degree or studying towards one.
- A strong financial and admin background within a minimum of 3 to 4 years working experience in an admin/accounting environment.
- Computer literacy, good organisational skills, and excellent analytical & reconciliation skills.
- Must be able to work effectively within a team and independently.
- Ability to work under pressure and meet deadlines.
- Adaptable and able to respond effectively to changing priorities
- Proficiency in Sage 300 (Accpac) will be advantageous.
- Must have own transport

TO APPLY:

Submit a 3-page CV including a min of 2 references to: - finance@wildtrust.co.za by no later than the **1st of October 2025**. Late applications will be disregarded. WILDTRUST reserves the right to vary the requirements and not to fill this position. Should you not receive a response within a month kindly consider your application unsuccessful.