



The Wildlands Conservation Trust (WILDTRUST) invites applications for the following position

Finance & Procurement Officer
Pietermaritzburg

KwaZulu-Natal, South Africa – NPO Sector – Fixed-term Contract Post – 18 months

Key Performance areas

The successful candidate will report to the Finance & Procurement Manager, and the responsibilities and duties will include:

- Ensure all procurement activities align with policies and budgets.
- Support procurement and evaluation processes and facilitate transparent vendor relationships.
- Support teams through the procurement pipeline and collaborate with internal departments to assess purchasing needs and ensure timely delivery of goods and services.
- Generate monthly budget and procurement status reports.
- Facilitate vendor registrations within the procurement systems.
- Maintain accurate financial and procurement records, ensuring proper documentation for audits and regulatory compliance.
- Support the tagging, physical verification, and lifecycle management of assets for the Trust.

Qualifications & Requirements:

- **Education:**
 - Undergraduate degree in Supply Chain Management (SCM), Finance, or a closely related equivalent.
- **Experience:**
 - 5 years of relevant working experience in a similar finance/procurement role.
 - Proficiency in an accounting system – Sage 300 or similar
 - Strong understanding of Supply Chain Policies and Procedures, budgeting, managing supplier relations, and monitoring financial performance
- **Skills:**
 - Multi-skilled across the procurement function.
 - Good organisational skills
 - Accurate and timeous data analysis and capturing
 - Excellent analytical & reconciliation skills
 - Strong attention to detail and accuracy.
 - Good communication and problem-solving abilities.
 - Ability to work under pressure and meet deadlines in a fast-paced environment.
 - Ability to respond effectively to changing priorities
 - A valid driver's license with a minimum of 3 years of driving experience and own transport
 - Proficiency in accounting principles and software.

TO APPLY:

Submit a covering letter with a 2-3 page CV, and at least 3 references to finance@wildtrust.co.za by **16th October 2026**. Certificates must be available on request but not included in the original application. We offer competitive salaries based on qualifications and experience. The WILDTRUST reserves the right to vary the requirements, or conditions, and not to fill these positions. Should you not receive a response within a month after the closing application date, kindly consider your application unsuccessful.

Disclaimer: WILDTRUST employees are not authorized to request payment from prospective candidates for recruitment purposes. Any such payment requests should be reported immediately to the Ethics hotline 0800 828 688.