



The Wildlands Conservation Trust (WILDTRUST) invites applications for:

**Finance Officer | WILDOCEANS**

KwaZulu-Natal, South Africa – NPO Sector

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**WILDOCEANS Programme:** WILDTRUST (<https://wildtrust.co.za/>) is a South African not-for-profit, public benefit, non-governmental organisation, with a vision of “a thriving and resilient world” and implements its work through 2 programmes: WILDLANDS (focused on terrestrial systems) and WILDOCEANS (focused on marine systems). The primary interlinked goals of WILDOCEANS to deliver impact towards a thriving resilient world are to: 1) protect and restore marine and coastal biodiversity, and 2) build resilience for coastal communities. Strategic cross-cutting elements to enhance sustainability and impact, underpin our work: future leader development, youth support, science and knowledge generation, support to decision-makers and management authorities, coastal community support, ocean awareness and communication, and advocacy and campaigning.

We are looking for a **Finance Officer** to provide financial management across multiple WILDOCEANS projects. Responsibilities and duties will include:

**KEY PERFORMANCE AREAS:**

- Work closely with Project Managers to prepare all aspects of internal budget reports and finance donor reports.
- Ensure that finance processes meet the organisation and donor audit requirements and are in line with contractual obligations.
- Perform monthly finance processing for multiple projects including reviewing income and expenditure allocations.
- Complying with procurement policies and procedures as per organisation and donor requirements.
- Project proposal budget preparation.
- Support contract preparation.
- Liaise with potential and contracted donors.
- Provide general finance assistance to the WILDOCEANS Strategic Ocean Lead.

**QUALIFICATIONS AND EXPERIENCE:**

- BCom Accounting or related qualification.
- Minimum 3 years of proven experience in accounting, finance or related field (experience with SAGE 300 would be advantageous).
- Proficiency in written and spoken English.
- Candidate must be a good communicator, proactive, organised, individually accountable, and able to work under pressure and balance priorities.
- Excellent knowledge of MS Office.

**TO APPLY:**

Submit a covering letter with a 2-3 page CV, and at least 3 references to [wildoceansapplications@wildtrust.co.za](mailto:wildoceansapplications@wildtrust.co.za) by **31 January 2025**. Certificates must be available on request but not included in the original application. 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. We offer competitive salaries based on qualifications and experience.