



# VACANCY

## Project Accountant

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites application from suitably qualified and experienced Namibian nationals to apply for the position of **Project Accountant: Ecosystems-based Adaptation Project (EbA)**.

### Scope

Reporting to the EbA Project Manager within the Implementation Unit, the candidate will provide oversight of the financial disbursement process and as well assist the Project Manager and GCF Senior Accountant in preparation of disbursement plans in accordance with the budget.

### Main responsibilities

- Prepare monthly and quarterly financial forecasts and requests for advancement of funds;
- In-coordination with the EIF Finance Department, review and revise the project budget when required;
- Review and arrange payment in accordance with financial regulations of the EIF and the Green Climate Fund;
- Prepare project's summaries/reports on a monthly basis for EIF's Project Support Team as well as ad hoc financial reports as required by the Project Steering Committee and EIF Board of Directors and/or other relevant agencies;
- Ensure the overall coordination of all monthly reconciliation of creditors, debtors, month-end journals, nominal ledger and balance sheet accounts. Accurately correct problem areas and guide staff on anomalies;
- Review and reconcile grantee expense reports and communicate discrepancies and variances with Grants Support Officer and Project Manager;
- Ensure that all financial documents are correctly filled and prepare financial records for audit and provide explanation and assistance to external auditors during the annual audit period;
- Ensure compliance with all relevant EIF Policies (Financial Policy and its Procedures Manual as well as Procurement Policy and

### Qualifications & Experience

- A Bachelor's degree in either Accounting, Finance, Business Administration, Economics or related field.
- A minimum of five (3) years working experience in accounting and finance, preferably in large government or non-government organizations is required;
- Extensive knowledge on procurement and administration;
- Familiarity and application of accounting software and systems, knowledge of SAGE X3 will be an added advantage.

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the EIF website, [www.eif.org.na/documents/vacancies](http://www.eif.org.na/documents/vacancies) or through email request, [recruitment@eif.org.na](mailto:recruitment@eif.org.na). All applications should comprise of a cover letter, recent CV and copies of qualifications.

All applications should be directed to:

#### Electronic delivery and queries:

Ms. Lizl Ndadi  
Head: Human Resources  
Tel: +264 61 4317710  
E-mail: [recruitment@eif.org.na](mailto:recruitment@eif.org.na)

#### Hand or postal delivery:

8933, Heinitzburg Heights,  
c/o Heinitzburg & Burg Street, Klein  
Windhoek  
P.O Box 28157, Auas Valley

Previously disadvantaged Namibians, women, disabled persons and the youth are encouraged to apply for this position. No documents will be returned and only shortlisted candidates will be contacted for interviews.

**Closing date, 16:00  
Friday 26 February 2021**