



**Environmental Investment Fund
of Namibia** | ensuring sustainability

Job Description

Company Name: Environmental Investment Fund

Title of position: Assistant Project Accountant

Name of Current incumbent: None

Division/ Department: Finance and Administration

Name of Supervisor: Project Accountant

Title: Project Accountant

of direct subordinates: 0

of indirect subordinates: 0

Duty Station: Windhoek

Type of position: Specialist_ Finance X Administration X Mixed_ Clerical_

ORGANIZATIONAL STRUCTURE :

Incumbent's Superior (1st Level)

Project Accountant

Incumbent's Job Title

Assistant Project Accountant

Incumbent's Subordinates (1st Level)

N/A

Purpose and functions of the department:

- The purpose of this department serves to oversee the overall finance and administration of the organization by ensuring sound financial management practices of the institution and ensuring an accounting system that is transparent, efficient and effective in administering the institutions finances and resources. Evaluate financial reporting systems, accounting and collection procedures; make recommendations for changes to procedures, operating systems; budgets and other financial control functions. This department also serves to oversee operational transactions of the organization. These include:
 - Overseeing projects and ensuring sound financial management of project grants
 - The development and implementation of effective loan management systems
 - Ensuring that Audit reports are a true reflection of the status quo and are produced in a timely manner
 - Oversee the Debtors and Creditors control functions
 - Asset Management of the organization
 - Insurance
 - Managing and monitoring of the institutions short term investments
 - Budget formulation and monitoring
 - Human Resource Administration;
 - Staff Management - ensure that staff related matters are dealt with, within a specific framework as per the organization's policies and procedures.
 - Effective Payroll administration
 - Development and implementation of internal institutional control systems
 - Financial Management of projects and grantees (advances)
 - Custodian for General Office Administration

Primary purpose of the position

To provide financial and administrative support service to the Finance Department in particular and the financial and administrative affairs of all supported projects.

JOB SPECIFICATIONS

Typical Academic Qualifications

National Diploma in Finance/Accounting/Business Administration and or equivalent

Typical Skills and knowledge areas required

- Loans, Grant and Financial Management
- Accounting systems
- Computer literacy
- Knowledge of the SOE Act.
- Excellent organizational and time management skills
- Prioritizes tasks, uses time in the best possible way and works within appropriate policy and procedures.
- Knowledge of sophisticated financial and accounting software applications. Experience with Sage X3 will be an advantage
- Acts within the finance policy parameters, accounting requirements and specific systems parameters in place and innovates new ideas to improve these parameters

Typical Experience background
A minimum of at least 2 years working experience and conversant with accounting systems and principles
<u>GENERAL</u>
Autonomy
Operational manuals, policies and procedures will serve as a guideline and framework from which to operate.
Feedback structure
Ad-hoc consultative with the Project Accountant
Work Pressure:
4 / 5 Above Average
iv. Special Conditions of Employment::
<i>Availability for travel</i>

Key Focus Areas	KFA defined	How	Why	Frequency
Administrative Support	Provide basic administrative support for projects	Preparation of payment requests for GPTF Ensure that all payment requests have adequate supporting documents that are correct, approved and signed off by relevant authorities. Following up on outstanding advances and invoices Follow up on queries regarding projects payment requests and outstanding payments Keep an updated filing system for all project documentation and ensure the storage of all project files, by ensuring that these are done in	To support the smooth administration of the projects in accordance with laws and regulations, the institutes policies and procedures and external requirements.	

		line with the standard manual and electronic filling formats.		
<i>Processing</i>	Assist with the processing function	Processing of all supported project invoices Processing of monthly journals and report backs for all supported projects Preparation of bank reconciliation statements of all supported projects Preparation of cash books for all supported projects Provide support on preparation of project budgets Preparation of al supported Projects Payments Creating of new suppliers on the system	Ensure timely processing of payments in accordance with statutory requirements, reduce the risk of fraud and ensure creditors are paid timely.	
<i>Provide Support with the Management of Fixed Asset and insurance :</i>	Assist with the management of projects assets and Insurance	Maintain and update inventory sheet and ensure physical tagging of Supported Project's Assets.	Ensure that the register always reflects the current state of affairs accurately.	
<i>Audit support services:</i>	Assist with providing support services to the Audit Function	Assist with the preparation of annual financial audits for projects	Ensure a healthy and effective annual audit reports.	
<p style="text-align: center;">GAAP/IFRIS:</p> <p>Ensure existing systems adhere to generally accepted accounting standards and provide sound internal control on specific accounting functions within the company as a whole.</p>				

Competencies required to operate at this level

Scoring defined as;
5 = Essential
4 = Important
3 = Useful
2 = Unimportant

1 = Unnecessary

Competency	Competency defined	Scoring
Conflict Management	The extent to which the incumbent should reflect each of the following conflict management styles and initiating and managing acceptable solutions and outcomes to conflict situations:	5
Creativity	The competency to develop new ideas and to create new concepts and solutions to problems.	5
Short-term Memory	The ability to remember recent information conveyed to him / her.	5
Customer Orientation	Focusing on and relating quality standards to customer requirements and directing all activities to meet these.	5
Excellence Orientation	Displaying pride in and derive personal satisfaction for achieving results, commitment to uncompromising standards of excellent and continuous improvement and determination or self-discipline in completing what has been started.	5
Reading comprehension	The competency to read and understand clearly and objectively what the reading matter concerned really conveys.	5
Interpersonal Skills	The Competency to be accepted / to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas (5
Filing Ability	The competency to handle a filing system in an office / administrative setting.	5
General Knowledge	The competency to be conversant in and adequately informed on events in the world at large.	5
Vocabulary	The competency to handle / understand written language / to have a large vocabulary.	5

Developed by: _____
Name Designation Signature/ Date

Approved by: _____
Name Designation Signature/ Date

Incumbent: _____
Name Designation Signature/ Date