



Environmental Investment Fund
of Namibia | ensuring sustainability

Job Description

Company Name: Environmental Investment Fund

Title of position: Project Accountant

Name of Current incumbent:

Division/ Department: Finance and Administration

Name of Supervisor:

Title: Manager: Finance and Administration

of direct subordinates: 1

of indirect subordinates: 0

Duty Station: Windhoek

Type of position: Specialist_ Finance X Administration X Mixed_ Clerical_

ORGANIZATIONAL STRUCTURE :

Incumbent's Superior (1st Level)

Manager: Finance and Administration

Incumbent's Job Title

Project Accountant

Incumbent's Subordinates (1st Level)

Assistant Project Accountant (1)

Incumbent's Subordinates (2nd Level)

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

Supervises and is directly responsible for all ongoing financial and accounting support to all supported projects. This includes the development, interpretation and reporting of financial information to support the attainment of department objectives.
To process, control and report on all supported projects to the Finance and Administration Manager to ensure financial compliances, good practice and accurate treatment in terms of financial transactions.

JOB SPECIFICATIONS

Typical Academic Qualifications

Bachelor Degree in Accounting

Typical Skills and knowledge areas required

- Loan, Grant and Financial Management
- Financial packages
- Accounting systems
- Computer literacy
- Extensive knowledge of the SOE Act.
- Natural problem-solving skills and high stamina to effectively operate in a fast environment coupled with a strong eye for detail.
- Exposure in the area of Project Accounting will serve as a distinct advantage
- Excellent organizational and time management skills
- Prioritizes tasks, uses time in the best possible way and works within appropriate policy and procedures.
- Ability to analyse financial data and prepare financial reports, statements and projections
- Knowledge of sophisticated financial and accounting software applications. Experience with Sage X3 will be an advantage
- Extensive skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- 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 5 years working experience in a similar role of which at least 2 years should be in a supervisory role.
 Exposure in the area of Project Accounting will serve as a distinct advantage
 Bachelors Degree in Accounting or equivalent from an accredited university.
 Three years working experience on ERP, Sage X3 will be an added advantage

GENERAL

Autonomy

Operational manuals, policies and procedures will serve as a guideline and framework from which to operate.

Feedback structure

Ad-hoc consultative with the Financial and Administrative Manager

Work Pressure:

4 / 5 Above Average

iv. Special Conditions of Employment::

Availability for travel

Key Focus Areas	KFA defined	How	Why	Frequency
<i>Administrative Support</i>	Provide sound administrative support for projects	<p>Establish objectives with permanent and project staff and guiding them in achieving high administrative standards and competence in dealing with administrative tasks.</p> <p>Attending to day to day general operational administrative activities and ensure that these are in alignment with set administrative operational policies and procedures of the institution</p> <p>Provide sound administrative support on administered projects in line with the provisions of the EIF Act and relevant operations manuals.</p> <p>The incumbent's success will hinge on his/her ability to participate in multiple projects and tasks, with constantly changing priorities and evolving issues, these include:</p> <p>Monitoring of projects funds and reporting</p>	Ensure the smooth administration of the projects in accordance with laws and regulations, the institutes policies and procedures and external requirements.	
<i>Management of Supported projects.</i>	Coordinate and lead the management of supported projects.	<p>Ensure management and the safeguarding of projects agreements.</p> <p>Ensure timeous disbursements and call-ups of projects funds.</p> <p>Ensure timely payments of administration fee to the EIF as per the agreement.</p>	Ensure the effective coordination and implementation of projects agreements.	
<i>Preparation of project accounting and financial reports</i>	<p>Ensure an effective/ accurate financial reporting/ enhance communication and transparency at any particular time during the financial period.</p> <p>Furthermore to ensure the effective tracking of financial information pertaining to loan and grant recipients.</p>	<p>Ensure preparation of operational and variance reports management analysis as well as financial and regulatory and</p> <p>Ensure that approved budgets are input into the budget ledger in a timely manner so to facilitate monitoring of actual against budget</p> <p>Provide support on preparation of all supported projects budget and the Fund annual budgets.</p> <p>Prepare monthly/quarterly financial reports/ statement of all supported projects of as per the requirement in the agreement.</p> <p>Review and monitor spending of the different projects on a daily/monthly basis and report any discrepancy to supervisor and project recipients.</p>	<p>Ensure healthy audit reports, effective financial reporting/ communication and transparency.</p> <p>Ensure the effective coordination and implementation of accounting control procedures.</p> <p>Ensure compliance with accepted policies and procedures.</p> <p>Ensure that spending is within the specified constraints.</p>	

		<p>Develop and drive a calendar on deliverables for all reporting in consultation with supervisor.</p> <p>Oversee the compilation and analysis of financial data for the preparation of entries to accounts and records transactions i.e. journals of entry etc.</p>		
<i>Processing</i>	Oversee the processing function	<p>Verifying/Review all payments prior to submission to the Financial and Administration Manager for approval and release by ensuring that source documents accompany submissions and ensure legitimacy thereof i.e. ensure all payments are adequately supported and computations on the supporting vouchers are accurate</p>	<p>Ensure timely processing of payments in accordance with statutory requirements, reduce the risk of fraud and ensure creditors are paid timely. Accountability for the use of financial resources.</p> <p>Timeous execution of payments in turn ensuring speedy implementation of project deliverables.</p>	
<i>Fixed Assets Register and Control</i>	Oversee the management of projects assets	<p>Maintain and monitor projects inventory listing on a monthly basis, and keep an updated inventory of all equipment and ensure regular physical inventory checks if possible</p> <p>Ensure asset management and maintenance of project insurance in accordance with project's agreement.</p> <p>Administer and ensure that all Projects new assets are insured before handed over to staff.</p> <p>Ensure all supported projects assets are tagged and corresponding to fixed asset register.</p>	<p>Ensure that the register always reflects the current state of affairs accurately and that the asset controls are at a practical level.</p>	
<i>Audit support services:</i>	Provide support services to the Audit Function	<p>Assist in the Preparation of all supporting information for the annual audits.</p> <p>Explanation and assistance to external auditors during the annual audit session.</p> <p>Offer adequate support in the completion of year-end journals and final trial balance. Ensure audit queries are resolved in a timely fashion and that external audit requirements are met</p>	<p>Ensure a healthy and effective annual audit reports.</p>	
<i>Reconciliations</i>	Manage the Reconciliation and consolidation of source documents for entry.	<p>Ensure the overall coordination of all monthly reconciliations of creditors, debtors, month-end journals, nominal ledger, and balance sheet</p>	<p>Ensure that financial statements are prepared accurately and timely in accordance with statutory requirements.</p>	

		accounts. Accurately correct problem areas and guide staff on anomalies.		
<i>Creditors Trouble Shooting Services</i>	Custodian for Creditors Trouble Shooting Services	The Incumbent is expected to introduce a master file that provides an overview of all transactions with suppliers during the financial period in question.	Ensure sound relationship with creditors	
<i>Cash Book Management and Insurance</i>	Custodian for the management of the Cash book and insurance for supported projects.	Review monthly cashbook Review projects assets on hand against the Projects insurance policy register on a monthly basis and report to Supervisor under or over insurance of assets for immediate collective action.	Ensure that financial transactions are accurately recorded in the Cash Book on a monthly basis and cash management is updated on a daily basis. Ensure that all monies are accounted for. Ensure in the case of loss/ damage etc. assets are covered.	
<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