

INTERNSHIP



Environmental Investment Fund
of Namibia | ensuring sustainability

FINANCE YOUNG PROFESSIONAL | FIXED TERM (4MONTHS)

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. positions.

MAIN RESPONSIBILITIES

- Assist in making recommendations regarding the accounting treatments of financial transactions.
- Assist with the preparations of the project financial reports and management accounts to summarize and interpret current and projected Fund's financial position and performance stance
- Assist with the effective execution of audit activities and processes.
- Assist with processing of weekly payment on rotational basis
- Assist in maintaining the loan register from time to time on AccZone.
- Assist the Accountants in ensuring accurate filing, storage, and maintenance of payment files, journal vouchers, reconciliations, and supporting financial documentation to promote completeness, accessibility, compliance, and audit readiness.
- Assist with the preparation of annual financial statements.
- Regular rotation of finance duties.
- Assist with the preparation of the monthly bank reconciliations.

QUALIFICATIONS & EXPERIENCE

- Degree in Accounting, Finance or a related field.
- At least one (1) year of experience in financial accounting.
- Sound knowledge, interpretation and application of accounting principles and standards to accounting activities or transactions to assist in producing a complete and accurate general ledger and the resultant managerial reports and financial statements.
- Exposure in Project Accounting will serve as an added advantage.
- One year of working experience in ERP systems, Sage X3, Excel and CaseWare will be an added advantage.

All applications should comprise of a **cover letter, recent CV, and certified copies of qualifications** must be sent to recruitment@eif.org.na

ELECTRONIC SUBMISSIONS ONLY

All applications should be directed to:

Waltraud Uises
Human Resource Practitioner
recruitment@eif.org.na

DUE DATE: 31 JULY 2026