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

<u>Job Description</u>

Company Name: Environmental Investment Fund

Title of position: Finance Intern

Name of Current incumbent:

Division/ Department: Finance, IT and Procurement

Name of Supervisor:

Title:

# of direct subordinates: 0

# of indirect subordinates: 0

Duty Station: Windhoek

Type of position: Specialist_ Finance_X_ Administration _ Mixed__ Clerical_

ORGANIZATIONAL STRUCTURE :

Incumbent's Superior (1st Level)

Incumbent's Job Title

Incumbent's Subordinates (1st Level)

Purpose and functions of the department:

The purpose of this department serves to oversee the overall Finance, IT and Procurement 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 institution's 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 – disbursement of drawdowns to asset managers, review of financial information on the Green Impact Facility Loans, considering impairment considerations for the investment and the presentation of the various loan books in the annual financial statements of the EIF as the institutional investor.
- 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 and ensuring these are reconciled monthly – this will improve the efficiency of the annual external audits
- Asset Management of the organization
- Insurance
- Managing and monitoring of the institutions' short-term investments in money market instruments reporting on performance to the board on a quarterly basis
- Budget formulation and monitoring – assisting other business units on budget preparation principles
- Monthly Management Accounts – produce and disseminate monthly management accounts to the business unit for decision making.
- 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 – added assurance layer of review of the monthly payroll data for validity, accuracy and completeness.
- 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

The purpose of the Finance Intern position is to provide support to the Finance Department in maintaining accurate, reliable, and compliant financial records in accordance with applicable accounting standards, regulatory requirements, donor requirements, and internal policies.

The Finance Intern will assist the Financial Accountant and other finance personnel in safeguarding the integrity of financial information and supporting effective financial reporting, compliance, and decision-making processes within the organisation. The role contributes to financial accounting processes, including the preparation of annual financial statements, monthly management accounts, reconciliations, audit schedules, maintenance of the fixed assets register, and tax and compliance-related activities, while ensuring that all financial records and supporting documentation are complete, accurate, and properly maintained.

The intern will further assist with budget verification, loan accounting management, audit facilitation, and adherence to internal controls and statutory requirements. In addition, the incumbent will support finance-related activities aimed at strengthening financial governance, accountability, transparency, and operational efficiency within the organisation.

<u>JOB SPECIFICATIONS</u>

Typical Academic Qualifications

Degree in Accounting, Finance or a related field.

Typical Skills and knowledge areas required

- Accounting systems
- Computer literacy
- Knowledge of the Public Enterprises Governance Amendment Act, 2015 Act.
- Natural problem-solving skills and high stamina to effectively operate in a fast environment coupled with a strong eye for detail.
- Excellent organizational and time management skills
- Prioritizes tasks, uses time in the best possible way and works within appropriate policy and procedures.
- Ability to understand financial data and assist in preparation of financial reports, statements and projections
- Knowledge of sophisticated financial and accounting software applications. Experience with Sage X3 will be an advantage
- Ability to assist in preparation of financial statements using CaseWare

Typical Experience background

- 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.

GENERAL

Autonomy

- Preparations of reconciliations
- Assist in approving budget verifications
- Some autonomy on the calculation of DSA
- Assist with auditing queries which carries normal risks
- Operational manuals, policies and procedures will serve as a guideline and framework from which to operate

Feedback structure

Ad-hoc consultative with the Assistant Accountants and Accountants.

Work Pressure:

3 /5 Above Average

iv. Special Conditions of Employment::

Availability for travel

Key Focus Areas	KFA defined	How	Why	Frequency
Preparation of monthly management accounts and projects financial reports.	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 in making recommendations regarding the accounting treatments of financial transactions.	Assist in the preparation of projects financial reports and monthly management accounts by the 10th of every month, by closing month-end books, reviewing the trial balance, generating financial reports, and ensuring the accuracy and completeness of financial information. Support the analysis of financial performance by assisting with variance analysis, preparing explanations for significant variances, compiling management report packs, and ensuring the timely submission of accurate financial reports within agreed deadlines. Assist in ensuring that all provisions are processed accurately and within the required timelines prior to the extraction of the trial balance.	Ensure that all figures are accurate, analysing performance, and producing reports that help management make informed decisions.	Monthly management accounts submitted **by the 10th to support monthly reporting.**
Audit Support and Compliance	Assist with the effective execution of audit activities and processes.	Assist in preparations of annual financial statements and note disclosures in compliance with IFRS, donor requirements, and organizational policies. Assist in tracking and monitoring prior-year audit findings to ensure timely resolution and reduction of repeat findings. Provide support services to the Audit Function. Assist in the Preparation of all supporting information for the annual audits. Assist in the completion of year-end journals and final trial balance. Assist with audit queries to ensure that they are resolved in a timely fashion and that external audit requirements are met.	Ensure a healthy and effective annual audit reports. Timeliness delivered to agreed deadlines Ensure that financial records are accurate and conform to legal standards.	Annual financial statements submitted **by 10th of every month to support monthly reporting.** 100% number of audit schedules requiring significant revision documentation completed and submitted prior to the commencement of the annual audit. Rate of monthly findings implementation.

Processing of payments	Assist with processing of weekly payment on rotational basis	Finance interns should ensure sufficient budget availability and correct budget line allocations for all financial transactions. Contribute to processing of weekly supplier payments accurately on Sage X3, ensuring all transactions adhere to financial policies and are fully supported by approved documentation.	Accuracy and up completeness. Compliance with Companies Policy Timeous execution of payments in turn ensuring speedy implementation of project deliverables.	100% of weekly supplier payments processed with complete supporting documentation.
Loans management	Assist in maintaining the loan register from time to time on AccZone.	Prepare reconciliations for the reconciling loan balances Assist in monitoring and reporting on loan portfolio performance by assisting with the preparation of periodic loan reports, reconciliations, aging analyses, and assist with following up on outstanding balances and overdue repayments. Assist with the review of the GIF loan book on a quarterly and annual basis to assess credit risks and consider the appropriateness of the expected credit losses modelled on these loans Assist in ensuring compliance and documentation.	Assist in ensuring that that the register always reflects the current balances accurately.	100% Monthly reconciliation between AccZone and General Ledger completed by the 10th of every month. Monthly loan portfolio reports and aging analyses submitted by the 10th of each month.
Preparation of Reconciliations	Assist in reconciliation and consolidation of source documents for entry.	Ensure the overall coordination of all monthly reconciliations of bank accounts, month end journals nominal ledger and balance sheet accounts. Accurately correct problem areas and guide staff on anomalies. Ensure month end journals are processed timely before bank reconciliations.	Ensure that financial statements are prepared accurately and timely in accordance with statutory requirements.	100% of monthly bank reconciliations completed and reviewed by the 7th of each month. 100% of month-end journals processed, reviewed, and approved before period closure. 100% Balance sheet reconciliations completed monthly with all reconciling items supported and documented.

Financial Documentation and Records Management	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 in ensuring that all supporting documents for financial transactions are complete, accurate, properly authorized, and filed in a timely manner. Assist in maintaining structured physical and electronic filing systems, ensuring documents are securely stored, uploaded, and readily retrievable when required. Assist in verification of the supporting documentation against financial records, maintain proper referencing to accounting transactions, and ensure compliance with internal controls, donor requirements, and regulatory standards. Assist in facilitation of the internal and external audits through timely provision of documentation and ensure proper archiving, retention, and disposal of financial records in accordance with statutory and organizational requirements.	To ensure that the supporting documents are filed correctly and stored safely from time to time.	All payment files, journals, and reconciliations filed daily or weekly. 100% of financial transactions supported by complete and properly authorized documentation.
CaseWare	Assist with the preparation of annual financial statements.	Assist in ensuring that the CaseWare files for the Fund are complete by way of e-filing.	Ensure timeous preparation of financial statements and working papers.	100% Accuracy and timeliness of financial statement preparation and submission by the 10th of each month
Ad-hoc	Regular rotation of finance duties	Assist in handling the end-to-end accounting cycle including data entry, reconciliations, journal entries, month-end closing, and reporting.	Ensure accuracy up datedness and compliance with Companies Policy	

IFRS:
Ensure existing systems adhere to International Financial Reporting Standards and provide sound internal control on specific accounting functions within the company as a whole.

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