



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

Job Description

Job Title:	Finance and Administration Manager	Department:	Finance
Name of Incumbent:		Division:	Finance & Administration
Title of Supervisor:	Chief Financial Officer	Duty Station:	EIF Head Office Windhoek
Name of Supervisor:	Isoldah Hijamutiti	Number of direct reports:	7
Job Analyst:		Number of Indirect reports:	0
Job Grade:		Date of JD analysed	

ORGANIZATIONAL STRUCTURE:

Incumbent's Superior (1st Level)

Chief Financial Officer

Incumbent's Job Title

Finance and Administration Manager

Incumbent's Subordinates (1st Level)

Assistant Accountant (1), Finance and Administrative
Assistant (1), Office Assistant (1), Driver & Office
Assistant (1), Security Officer (1), Cleaners (2)

Incumbent's Subordinates (2nd Level)

N/a

Internal Stakeholders: Management and all EIF staff

External Stakeholders: Suppliers, Auditors, Regional staff, Namibia Revenue Agency (NamRa), National Training Institution (VET)

JOB SPECIFICATIONS

Primary purpose of the position:

Responsible to manage the execution of operational processes within the finance division including transaction processing, recording and reporting, budgeting and financial performance reporting (internally and externally). To manage the fund's financial aspects by overseeing cash flows, asset register and audit support to ensure the processes are done correctly to aid efficiency and reporting of the Fund.

Academic Qualifications:

Bachelor's Degree in Finance/Accounting or related field

Skills and knowledge areas required:

Loan, Grant and Financial Management
Extensive knowledge of procurement and administration
Financial packages, Accounting Systems and 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

Minimum years of experience:

A minimum of at least 5 years' working experience in accounting and finance in a similar environment of which 2 years in a supervisory position.
Exposure in the area of Project Accounting will serve as a distinct advantage.

GENERAL

Autonomy:

Office based 90%-10%
Operational manuals, policies and procedures will serve as a guideline and framework from which to operate.

Feedback structure:

Ad-hoc consultative with the Chief Financial Officer

Work Pressure:

4 / 5 Above Average

Type of Decision Required to be taken in the Job (Select one):

Supervises others whose decision-making is largely procedures but requires training & experience to be able to make the decisions not covered by procedures

KEY PERFORMANCE AREAS

Skills relevant to the job including education and/or experience & specialised training required by the incumbent to be able to do the job competently.

Output	Key Performance Areas (KPA's)	Key Activities/Tasks to Achieve KPA	Frequency/KPIs
Financial and Funds Management	Financial Management and Administration	<ul style="list-style-type: none"> • Prepare and manage the implementation of financial policies and procedures in line with the legislative guidelines and relevant financial reporting frameworks; • Ensure that accounting practices are in alignment with set financial systems, policies and frameworks of the institution; • Maintain the Chart of Accounts and update the GL structure; • Monitors and ensures compliance to required financial management standards, laws and regulations; • Provides input towards EIF work plan, budget, project needs & resourcing, as well as input to strategic planning and growth of EIF. 	Ongoing
	Expenditure and Payables Management	<ul style="list-style-type: none"> • Review of all expenditure transactions ensuring payments to be made are valid, accurate and complete; • Review payment vouchers and ensure they are prepared with all relevant supporting documentation ready for sign off and payment; • Designing processes and controls to ensure that payments are made within reasonable timeframes; • Monthly review of supplier reconciliations and weekly review of Accounts payable aged listing. 	Monthly / Ongoing
	Revenue, Receivables and Cash Management	<ul style="list-style-type: none"> • Ensure that all receipts transactions on monthly bank statements are processed in Sage X3; • Review monthly bank reconciliations before forwarding to Chief Financial Officer for authorisation; • Review monthly cashbook; • Determine and manage day-to-day cash flow requirements and prepare cash flow forecasts in accordance with policy. 	Monthly / Ongoing
	Project and Grant Management	<ul style="list-style-type: none"> • With direct support of the project finance team, and in close collaboration with the Chief Financial Officer, ensures compliance with EIF financial management systems for projects to adequately meet financial management needs and donor regulations and policies; • Provide sound administrative oversight support on grant recipients in line with the provisions of the EIF Act and relevant operations manuals; • Monitoring of EIF Grant funds and reporting thereon; • Review monthly project/recipient financial progress reports as per the organisation needs, including reconciling grant advances; • Review and monitor spending of loan and grant recipients on a daily and monthly basis. 	Monthly / As required
	Loan Management	<ul style="list-style-type: none"> • Review monthly loan repayments on AccZone loan management system; • Manage monthly batch processing (repayments, rate changes, disbursements); • Manage the month end processing on AccZone. 	Monthly / Ongoing

	Fixed Assets Management	<ul style="list-style-type: none"> • Review fixed assets captured on the Fixed Asset Register; • Performs reconciliations between Fixed Asset Register and General Ledger; • Review of quarterly inventory counts and oversee stocktaking process; • Oversee and ensure that all new assets are insured before being handed over to staff; • Review assets on hand against EIFs insurance policy register on a monthly basis and report under/over insurance of assets for immediate corrective action; • Responsible for Loss control and internal checking; • Identifying all assets to be disposed/scrapped/written off and making recommendations to the Chief Financial Officer. 	Monthly / Ongoing
	Monthly Payroll Management	<ul style="list-style-type: none"> • Manage processing of all payroll transactions on Sage X3 for permanent staff, fixed term staff and interns; • Review processed payroll journals to the respective ledgers and review reconciliations between GL and payroll summaries; • Ensure timely payment and submission of third party payments and returns (PAYE and VET); • Provide supporting documents for all audits as requested; • Maintain contact with all statutory institutions (i.e. Namibia Revenue Agency, Pension Fund, Medical Aid, Social Security Commission, Namibia Training Authority (VET Levy) and Financial Institutions (Commercial Banks). 	Monthly / Ongoing
Financial reporting and processing	Financial Reporting	<ul style="list-style-type: none"> • Report on Financial Performance to the Chief Financial Officer through preparation and submission of monthly management accounts; • Develop and drive a calendar on deliverables for all financial reporting in consultation with the CFO; • Review monthly manual journal entries and post; • Prepare monthly creditors and debtors age analysis and Balance Sheet reconciliations; • Develop monthly financial/management reports and quarterly statements, namely income statement, balance sheets and a cash flow statement; • Preparation of operational and variance reports, management analysis as well as financial and regulatory reports in accordance with generally accepted accounting practice (GAAP) and IFRS requirements; • Manage the compilation and submission of annual financial statement and related schedules to relevant stakeholders; • Provide financial information for inclusion in the annual report in consultation with the CFO; 	Monthly/ Quarterly/ Ongoing
Budget management	Budgeting	<ul style="list-style-type: none"> • Provide input and develop budget in consultation with the Chief Financial Officer during annual work plan meeting; • Provide support on preparation of project and annual budgets; • Process approved budgets into the Sage X3 budget ledger in a timely manner so as to facilitate monitoring of actual versus budget; • Monitor and control fund budget spending, reviewing budget versus actuals and report as per requirements; 	Monthly/ Ongoing
Audit Management	Audit Controls and Support	<ul style="list-style-type: none"> • 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; • Prepare all supporting information for the annual audit and liaise with the external auditors as 	Ongoing

		necessary; <ul style="list-style-type: none"> Provides explanation and assistance to external auditors during the annual audit session; Implement and monitor implementation of external audit findings. 	
Human Resource Management	People Management	<ul style="list-style-type: none"> Manage staff in line with EIF's HR principles, policies and procedures; Develop and monitor division staff KPA's and performance management, coaching and mentoring initiatives; Identification of required skills and competency gaps; Plan and manage finance staff activity to achieve efficiency in meeting all reporting requirements timely. 	Monthly / Ongoing
Administrative Management	Administrative Support	<ul style="list-style-type: none"> 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; Ensure that administrative and operational support is performed for the Fund efficiently; Supervise the Office Assistant and ensure the provision of effective and efficient services; Supervise the Driver and Security Officer and ensure that they carry out their responsibilities appropriately; Supervise the cleaning staff to ensure that the EIF building is maintained according to standards 	Ongoing

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
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DECLARATION

It is herewith declared that the above description is a true reflection of the actual job

Developed by: _____
Name Designation Signature/ Date

Approved by: _____
Name Designation Signature/ Date

Incumbent: _____
Name Designation Signature/ Date