



POSITION: FINANCE OFFICER

Reports to: Chief Finance Officer
Department: Finance and Administration
Paterson Job grade: C4

Job purpose

Provides professional financial accounting services by applying knowledge of the theory and practice of recording, classifying, examining and analyzing data and records of financial transactions. Enforces and maintains approved policies, procedures, processes and systems in order to maintain financial data integrity and prudent financial management.

Key Responsibilities

- Financial Accounting System Administration
- Financial Transactions Control
- Assistance with the preparation of the annual audit file
- Maintenance of accounting system, transaction and data (Pastel)
- Maintenance and management of cash related balances (Bank Balances)
- Manage and Control of Company Assets
- Manage and Control of company payments and outstanding financial commitments (payments and creditors)
- Manage and recording of Board of Directors' monthly allowances
- Control and maintain sundry creditor and debtors' balances
- Supervisory responsibility

Job Requirements:

Qualifications

B-degree in Accounting or Finance / B Com degree or equivalent

Experience

- Minimum of three (3) years working experience in accounting environment
- Practical working knowledge and understanding of financial management and International Financial Reporting Standard (IFRS)
- Adequate knowledge/experience in Financial Accounting and Pastel.
- Supervisory Skills Training and Management Development Program.



Competencies

The core competences required for the position are:

- (i) Application of National Public Sector Accounting Standards
- (ii) High management and supervisory skills
- (iii) Organizing skills
- (iv) Excellent communication skills, (Verbal and written)
- (v) Analytical skills
- (vi) Problem solving skills
- (vii) Planning skills
- (viii) Ability to meet deadlines

Your application should accompany the following:

- a) A short cover letter expressing interest in the position;
- b) A detailed and updated curriculum vitae;
- c) Certified copies of your degree(s), Diploma(s) and Certificate(s);

If you are result oriented and possess the required competencies, submit your application now.

Only applicants who meet the above requirements will be contacted/invited for the interview.

Send your application to: Georgia.Kauapirura@namibre.com or hand deliver at:

Human Resources, NamibRe Building, cnr Feld & Lazarette Street No 39,
Ausspannplatz, Windhoek, Namibia

Closing Date: 15th February 2019