



## Terms of Reference

### NAP Project Accountant

October 2023

#### BACKGROUND

The Green Climate Fund (GCF) is the world's largest dedicated fund established in 2010 within the framework of the United Nations Framework Convention on Climate Change (UNFCCC) as an operating entity of the Financial Mechanism to assist developing countries in addressing the impacts of climate change. Through providing and channelling climate finance to developing countries, the GCF plays a crucial role in serving the goals of the Paris Agreement on climate change, adopted in 2015.

The Government of the Republic of Namibia, through the Ministry of Environment, Forestry and Tourism (MEFT), has successfully obtained a readiness grant of USD 3 million from the GCF to develop Namibia's National Adaptation Plan (NAP). This three-year (2024 – 2026) project entitled "Strengthening Adaptation Planning and Coordination in Namibia" will support multi-sectoral, medium- to long-term adaptation planning and budgeting and promote the integration of climate change adaptation aspects into development planning processes and policies. This GCF NAP readiness project will achieve this objective through four inter-related outcomes:

- Adaptation planning governance and institutional coordination strengthened;
- Evidence basis used to design adaptation solutions for maximum impact;
- Private sector engagement in adaptation catalysed; and
- Adaptation finance increased.

The Namibia Nature Foundation (NNF) will serve as a Delivery Partner for the NAP, supporting and overseeing the project implementation. A Project Management Unit (PMU), housed at NNF, will be responsible for the implementation of the NAP. NNF, on behalf of the MEFT, is seeking to recruit a Project Accountant that will be responsible for all accounting, financial management, internal controls and financial reporting in accordance with generally accepted accounting principles, NNF finance policy and donor guidelines and reporting requirements. The Project Accountant will assist with the sound, ethical and transparent financial management during the implementation of the NAP. This appointment duration will be for three (3) years, subject to annual performance reviews.

#### FUNCTIONAL RESPONSIBILITIES

Within the delegated authority and under the supervision of the NAP Project Coordinator and NNF Finance Manager, the Project Accountant will:

- Prepare monthly and quarterly financial forecasts and requests for advancement of funds;
- Support the preparation of quarterly work plans and other plans; prepare periodical financial plans as required to ensure the due project progress;
- In liaison with the NNF Finance Manager, review and revise the project budget when required;
- Provide financial inputs to project progress reports;



- Perform any other project-related procurement activities as may be requested by the Project Coordinator, ensuring activities are conducted in accordance with national standards, NNF policies and procedures, and GCF requirements;
- Review and approve supplier invoices related to the project;
- Create project accounts in the accounting system;
- Monitor and track project spending;
- Maintain and monitor project inventory listing on a monthly basis and keep an updated registry of all equipment, ensuring regular physical checks where necessary;
- Responsible for following project close-out guidelines;
- Ensure compliance with all relevant NNF policies and GCF requirements as set out in the project document; and
- Ensure that all financial documents are correctly filled and prepare financial records for audit and provide explanation and assistance to external auditors during the annual audit period;

#### EXPERTISE REQUIRED

- A Bachelor's degree in Accounting, Finance, or other related academic discipline;
- Recognized professional accounting qualifications;
- At least 5 years of work experience in project related accounting;
- At least 3 years of experience with accounting software such as Sage 300 or Sage Intacct;
- Ability to analyse financial data and prepare financial reports, statements and projections;
- Self-motivated, excellent communication and writing skills and a desire to work as part of a team;
- Ability to work under pressure with multiple tasks and deadlines; and
- Proven work experience with development partners or related organizations.

#### REPORTING

The Project Accountant will work under the supervision of the NAP Project Coordinator, with support from the NNF Finance Manager.

#### ADMINISTRATIVE INFORMATION

The indicative starting date for the position is January, 2024 for three (3) years, subject to an annual performance review. Application should be sent to [info@nnf.org.na](mailto:info@nnf.org.na), stating 'Project Accountant – GCF NAP' in the subject no later than 17:00 on November 5, 2023. The location of the assignment is Windhoek, Namibia. The application should include:

- A Curriculum Vitae describing previously accomplished work related to project accounting;
- Cover letter with indication of availability; and
- Copies certified of academic qualifications.



Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.