



**JOB DESCRIPTION: Project Accountant**

**Location:** Windhoek  
**Reports to:** Finance Manager

**A. Overall Objective**

The role of the NNF’s finance department is to facilitate and support the NNF and its project staff and partners in running projects effectively, efficiently and professionally to the satisfaction of all involved – donors, executants, beneficiaries and co-ordinators. The provision of this support, while adhering to the principles and practices of the NNF and meeting the requirements of the donor and best accounting standards, should also reflect the nature of the relationship to the projects themselves as being in essence one of service-provision.

**B. Results achieved by Key duties and responsibilities:**

Key Duties & Responsibilities	Tasks/ Activities
<p><b>Financial Management of Projects;</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain project budgets in collaboration with project managers.</li> <li>• Providing professional, efficient, and timely management of NNF and project funds.</li> <li>• Monitoring the implementation and maintenance of accounting control procedures.</li> <li>• Analysing financial information to recommend or develop the efficient use of resources.</li> <li>• Compiling and analysing financial information to prepare entries to accounts (such as GL accounts) and document the transactions.</li> <li>• Ensuring that financial reports on all projects are submitted to the Finance Manager in a timely manner.</li> <li>• Checking payment requests for overall accuracy, correct budget lines and proper supporting documentation.</li> <li>• Following up and liaising with project accountants and coordinators on project debtors regularly to ensure that all outstanding advances and project debts are paid according to agreed timeframe and ensuring that vouchers are received on time.</li> <li>• Monitoring the bank balances of projects and do funds requests when balances are low.</li> <li>• Keeping the Finance Manager (FM) informed of any significant issues, such as alerting when project finds are running low.</li> <li>• Ensuring that project audits are carried out, that comprehensive and thorough audit preparations are done in advance, and that audit reports are reviewed, and auditors paid.</li> <li>• Ensuring that management fees and NNF recoveries for all projects are processed in the GL and that transfers for fees are done immediately.</li> <li>• Preparing inventory lists of the projects as required and updating on a regular basis, as well as in readiness for audits, liaising proactively with the relevant NNF staff who maintain the inventories.</li> <li>• Ensuring timely delivery of project financial reports and other information to project partners, coordinators, executants, and donors.</li> <li>• Assist the NNF Bookkeeper with the maintenance of the NNF and project asset registers.</li> </ul>
<p><b>Compliance and Grant Management;</b></p>	<ul style="list-style-type: none"> <li>• Ensure compliance with grant and funding requirements, including reporting and documentation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate with grant managers to fulfil reporting obligations and meet deadlines.</li> <li>• Conduct periodic audits to verify compliance with funding regulations.</li> </ul>
<b>Financial Reporting and Analysis;</b>	<ul style="list-style-type: none"> <li>• Prepare accurate and timely financial reports for internal and external stakeholders.</li> <li>• Analyze financial data to identify trends, variances, and areas for improvement.</li> <li>• Provide insights and recommendations based on financial analysis to support decision-making.</li> </ul>
<b>Budgeting and Forecasting;</b>	<ul style="list-style-type: none"> <li>• Develop annual budgets for projects in alignment with organizational goals and objectives.</li> <li>• Forecast financial performance based on project plans and funding projections.</li> <li>• Monitor budget variances and take corrective actions as needed to ensure financial targets are met</li> </ul>
<b>Financial Controls and Risk Management;</b>	<ul style="list-style-type: none"> <li>• Establish and maintain financial controls to safeguard organizational assets.</li> <li>• Implement best practices for financial management and accountability.</li> <li>• Identify and mitigate financial risks associated with project activities.</li> </ul>
<b>Collaboration and Communication;</b>	<ul style="list-style-type: none"> <li>• Collaborate with project managers and other departments to optimize financial performance.</li> <li>• Communicate financial information effectively to non-financial stakeholders.</li> <li>• Provide financial guidance and support to project teams as needed.</li> </ul>
<b>Adherence to Organizational Policies and Procedures;</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with organizational policies, procedures, and accounting standards.</li> <li>• Uphold ethical standards and integrity in financial management practices.</li> <li>• Contribute to a culture of accountability and transparency within the organization.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Identify opportunities for process improvements in financial management.</li> <li>• Implement efficiencies to streamline financial reporting and analysis.</li> <li>• Stay abreast of best practices and trends in non-profit financial management.</li> </ul>

### **C. Desired Qualifications and Experience**

- Bachelor's degree in accounting or finance.
- At least 3 years' previous work experience in the field of donor funding and project management.
- Strong understanding of accounting principles and practices - Working knowledge of GAAP & Namibian Tax laws –
- A high degree of competencies in the use of SAGE computerized accounting systems such as Accpac but be able to adapt to new systems.
- Proficiency in financial software and Microsoft Excel
- Excellent analytical and problem-solving skills
- Ability to communicate effectively with diverse stakeholders.
- Detail-oriented and organized approach to work.

**D. Knowledge, skills, and abilities**

- A working knowledge of the field of donor funding
- Have a high working knowledge of Microsoft applications
- Highly detail-oriented and organised.
- Ability to plan and organise own work to meet a stream of deadlines.
- Good command of written and spoken English
- A readiness to work with diverse people.
- Enthusiasm and flexibility.
- A punctual and reliable attitude.