



**JOB DESCRIPTION: Senior 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 coordinators. The provision of this support, while adhering to the principles and practices of the NNF and meeting the requirements of the donors and best accounting standards, should also reflect the nature of the relationship to the projects themselves as being in essence one of service-provision.

The position is housed under the Blue Action Fund grant and for the project timeframe of 5 years.

The duties for this position are housed under the NNF marine programme (BAF and other marine programme grants).

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

<b>Key Duties &amp; Responsibilities</b>	<b>Tasks/ Activities</b>
Financial Management & Reporting	<ul style="list-style-type: none"><li>• Oversee the Grant/s day-to-day financial management processes.</li><li>• Providing professional, efficient, and timely management of 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 are periodically prepared and certifying that budget lines are allocated correctly.</li><li>• Checking payment requests for overall accuracy, correct budget lines, and proper supporting documentation.</li><li>• Following up and liaising with relevant staff on project debtors and regularly ensuring that all outstanding advances and project debts are paid according to the agreed timeframe and ensuring that vouchers are received on time.</li><li>• Making call-ups and disbursements, keeping the Finance Manager (FM) informed of any significant issues, such as alerting when project funds are running low;</li><li>• Ensuring that project audits are carried out, that comprehensive and thorough audit preparation is 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>• Providing input to project planning and management, project agreements, contracts, and ToRs, and to project meetings.</li><li>• Preparing inventory lists of the project’s assets as required and updating them on a regular basis, as well as in readiness for audits, liaising proactively with the relevant NNF staff who maintain the inventories.</li></ul>

	<ul style="list-style-type: none"> <li>• Answering queries raised by and dealing directly with project manager/s, partners, coordinators, and executants.</li> <li>• Ensuring timely delivery of project financial reports and other information to project partners, coordinators, and donors.</li> <li>• Assist the NNF Bookkeeper with the maintenance of the NNF and project asset registers.</li> </ul>
Budgeting & Forecasting	<ul style="list-style-type: none"> <li>• Assisting with financial forecasting and planning, for the project/s.</li> </ul>
Financial System Processing and Data Management	<ul style="list-style-type: none"> <li>• Track income and expenditure under the Grant/s using separate and traceable coding or bookkeeping entries in its financial management system.</li> <li>• Process accounting information on the Computerized Accounting System (SAGE Intacct)</li> </ul>
Provide support to the Finance Manager and guidance to project partners, executants, and coordinators on project finances by:	<ul style="list-style-type: none"> <li>• Assisting and advising the Finance Manager on the financial management aspect of the projects.</li> <li>• Taking on any duties on request and on own initiative that will provide support and assistance to the NNF Finance Manager</li> </ul>
Promote the good name and professional standards of NNF by:	<ul style="list-style-type: none"> <li>• As part of the finance section of the NNF, ensuring and maintaining the highest quality and integrity of financial management and advice.</li> <li>• In close collaboration with the Manager: Contracts &amp; compliance ensure that obligations to donors are met and that contracts are rigorously adhered to.</li> <li>• Fostering good cooperative relationships with all partners and donors and providing a professional service.</li> <li>• Attending staff and finance meetings and ensuring the free exchange of information on project finances.</li> <li>• Adhering strictly to the practices, policies, and principles adopted by the NNF and practicing and promoting accountability.</li> </ul>
Take on tasks that will further the interests and well-being of the NNF by:	<ul style="list-style-type: none"> <li>• Participating and engaging in strategic planning, annual institutional planning, and reviews of plans.</li> <li>• Having input into the development of new procedures.</li> <li>• Undertaking any tasks or duties, at own initiative or upon request, that will contribute to the smooth-running and efficiency of the NNF and the fulfilment of its mission.</li> <li>• Maintaining a productive, supportive relationship with NNF colleagues and project partners.</li> </ul>

### **C. Professional Development**

- Builds relationships with donors, executants, beneficiaries, coordinators, and colleagues.
- Participates in opportunities for personal growth contributing to an improved NNF.

### **D. Desired Qualifications and Experience**

- Bachelor's degree in accounting or finance
- Working knowledge of Namibian Tax laws & GAAP
- At least 6 years' work experience in the donor-funded environment and project management, knowledge of implementing KFW projects.

#### **E. 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
- A high degree of competencies in the use of computerized accounting or SAGE ERP Systems
- Good command of written and spoken English
- A readiness to work with people with widely differing belief systems and personal circumstances
- Enthusiasm and flexibility
- A punctual and reliable attitude