



JOB DESCRIPTION: Senior Accountant

Job Grading: D3 (Paterson)
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
Financial Management & Reporting	<ul style="list-style-type: none"> • Act as the deputy to the NNF Finance Manager • Assist the Finance Manager with supervision of accounting staff. • Providing professional, efficient, and timely management of NNF and project funds. • Monitoring the implementation and maintenance of accounting control procedures. • Analysing financial information to recommend or develop the efficient use of resources. • Compiling and analysing financial information to prepare entries to accounts (such as GL accounts) and document the transactions. • Ensuring that financial reports on all projects are submitted to the Finance Manager by the 25th of each month following the month of reporting, comparing budgeted costs to actual costs, and certifying that budget lines are allocated correctly. • Checking payment requests for overall accuracy, correct budget lines and proper supporting documentation. • 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. • Making call-ups and disbursements, keeping the Finance Manager (FM) informed of any significant issues, such as alerting when project funds are running low; 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. • Ensuring that management fees and NNF recoveries for all projects are processed in the GL and that transfers for fees are done immediately. • Providing input to project planning and management, to project agreements, contracts, and ToRs, and to project meetings. • 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.

	<ul style="list-style-type: none"> • Answering queries raised by and dealing directly with project partners, coordinators, and executants. • Ensuring timely delivery of project financial reports and other information to project partners, coordinators, executants, and donors. • Assist the NNF Bookkeeper with the maintained of the NNF and project asset registers and ensure that NNF assets are always insured.
Budgeting & Forecasting	<ul style="list-style-type: none"> • Assisting with finance forecasting and planning, for the institution as well as for projects • Regularly monitor the expenditures against the NNF and project budgets and report major variances to the Finance Manager and relevant project staff.
Financial System Processing and Data Management	<ul style="list-style-type: none"> • Assist the Director of Operations with the maintenance of the Computerized Accounting system (Acumatica) • Process data on the Computerized Accounting System
Provide support to the Finance Manager and guidance to project partners, executants and coordinators on project finances by:	<ul style="list-style-type: none"> • Assisting and advising the Finance Manager Finance Manager on the financial management aspect of projects. • Assisting and guiding project accountants and coordinators, executants, donors, and steering committees on the financial management of projects. • Taking on any duties on request and on own initiative that will provide support and assistance to the Finance Manager
Promote the good name and professional standards of NNF by:	<ul style="list-style-type: none"> • As part of the finance section of the NNF, ensuring and maintaining the highest quality and integrity of financial management and advice. • In close collaboration with the Manager: Contracts & compliance ensure that obligations to donors are met and that contracts are rigorously adhered to. • Fostering good cooperative relationships with all partners and donors and providing a professional service. • Attending staff and finance meetings and ensuring the free exchange of information on project finances. • Adhering strictly to the practices, policies and principles adopted by the NNF and practicing and promoting accountability.
Take on tasks that will further the interests and well-being of the NNF by:	<ul style="list-style-type: none"> • Participating and engaging in strategic planning, annual institutional planning, and reviews of plans. • Having input into the development of new procedures. • 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. • Maintaining a productive, supportive relationship with NNF colleagues and project partners.

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
- Experience in supervising staff.
- At least 6 years' work experience in the field of donor funding and project management.

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 systems such as Accpac, but be able to adapt to new 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