



JOB DESCRIPTION and TERMS OF REFERENCE

Job Title: Young Professional Accountant (YPA)

Project Title: Enhancing Financial Governance and Management in Communal Conservancies

Duty Location: Kunene South and Erongo Conservancies

Duration: 12 Months (April 2024 – March 2025)

Revised Date: 14 May 2024

I. Background

Since 2017, the Ministry of Environment, Forestry and Tourism (MEFT) through NamParks projects, WWF in Namibia and NACSO's Institutional Development Working Group (IDWG) availed over N\$ 2.7 million to secure the services of consultants to provide financial governance and management support to all income earning conservancies and the Kyaramacan Association (KA). Despite all these efforts, poor financial accountability by staff members and management committees to conservancy members, non-compliance with financial management requirements as per the SOPs, poor benefit distribution, financial mismanagement, and large sums of unaccounted funds in conservancies remain some of the challenges that the sector faces. This is evident that a gap needs to be de-escalated to achieve the desired results/objectives.

It is against this background that the IDWG, in collaboration with MEFT and field-based CSOs, agreed on a more sustainable and long-term approach to financial management support from "short-term or once-off" professional consultants to a combination of the existing "professional consultants" and five Young Professional Accountants (YPAs) based in each of the five (5) regional clusters (i.e. North East, Central regions, North Central, Kunene North, and Southern Kunene and Erongo).

II. Objectives

- Serve as an early warning system for financial mismanagement in conservancies by introducing regular financial monitoring systems and shortening financial reporting intervals– shifting from yearly to a monthly or Quartey periodicity with strong monthly financial management support.
- Provide consistent, cost-effective, and sustainable financial management support to conservancies.
- Equip conservancy committees and staff (primarily bookkeepers and managers) with financial management and governance skills and tools to effectively manage their finances



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and produce satisfactory Annual Financial Statements (AFS) for their members and compliance reporting.

- Develop a unified financial management and accounting system for all income-earning conservancies.
- Develop standardised financial management templates (i.e., financial policies, budget trackers etc.)
- Support young professional Namibian accountants/bookkeepers to provide financial management and governance support to income-earning conservancies.

III. Scope of Work

YPAs will provide day-to-day financial management support, including overseeing the implementation of the accounting system and ensuring that conservancy budgets and work plans are aligned. The YPAs will be hosted by field-based partners (i.e., NGOs / MEFT regional offices) who will provide the necessary supervision and daily support. These YPAs will, in the long run, spearhead the process and closely monitor adherence to financial management systems in conservancies, with the supervision of field-based CBNRM partners, provided a “financial management system” is developed for all 86 conservancies and two community associations.

IV. Main Function

- Young Professional Accountants (YPAs) to build the capacity of Conservancies to manage their finances effectively.

V. Key responsibilities

- Introduce and train respective conservancy Management Committees on the financial management accounting system as developed by professional consultants.
- Provide detailed training to conservancy bookkeepers and managers on the system and templates.
- Monthly conservancy visits to ensure books are closed off, and cashbook and petty cash books updated.
- Confirm monthly balances in bank accounts and petty cash.
- Check that the budget and work plans are aligned.
- Ensure the budget tracker is used appropriately and flag issues with conservancies and supervisors.

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- Assist bookkeepers in producing monthly financial reports for presentation at CMC meetings.
- Develop and submit quarterly financial reports for each conservancy to host supervisors.
- Assist bookkeepers in developing annual financial statements for AGMs, audits & compliance reporting.
- Submit monthly narrative reports to supervisors.
- Together with the professional consultants, compile a final technical report zooming in on every conservancy, highlighting conservancy income, expenditure, benefit distribution, unaccounted funds and any other technical challenges or successes and draw recommendations.

VI. Qualifications and Requirements

- A degree in accounting/bookkeeping.
- A minimum of 2 years of experience in accounting, bookkeeping, and auditing.
- Experience with donor-funded projects and project management will be an advantage.
- Proven ability to effectively work and collaborate with NGO partners, government authorities, the private sector, conservancies, and other related stakeholders.
- Strong communication skills with high fluency in written and verbal English
- Fluent in Damara>Nama and Afrikaans – YPA will be supporting Kunene South and Erongo Conservancies.
- Possess interpersonal skills and impart knowledge through advisory, training and mentorship.
- Computer Proficient in Word, Excel, and PowerPoint (others would be an advantage).
- A driver's license and ability to drive 4x4 vehicles in remote, rugged areas.
- A willingness to spend periods travelling and working in remote areas.

VII. Key Outcomes

A functional and standardised financial accounting system as well as improved financial management and governance. Improved financial management skills of conservancy bookkeepers, evident through accurate reporting, accountability, and notable benefit distribution in conservancies.

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Objectives	Activities	Deliverables	Outcomes
Objective 3: Young Professionals build the capacity of Conservancies to effectively manage their finances		capacity of Conservancies to	
3.1	Facilitate an inception meeting with the Conservancy management to introduce the financial management system and train them on their role of how to effectively use it for overseeing conservancy finances.	Inception meetings held	Inception and Training reports
3.2	Provide detailed training to all conservancy bookkeepers on the financial management system and templates.	Trainings held	
3.3	Provide support to each conservancy bookkeeper monthly to ensure that the financial management system is implemented correctly	<p>Monthly books are closed off properly.</p> <p>Cashbooks and Petty Cashbooks are updated</p> <p>Monthly financial reports produced for CMC meetings</p> <p>Confirm that the budget tracker is used appropriately and flag issues that arise.</p> <p>Confirm that the balance in petty cash and bank statement correspond with the monthly reports.</p>	<p>Monthly reports to supervisor</p> <p>All bookkeepers are successfully closing books, updating cashbooks, and petty cashbooks, producing financial reports, correctly using budget tracker monthly.</p> <p>All conservancy's balances in petty cash and bank statements are checked and any irregularities are reported to conservancy and to the supervisor and dealt with immediately.</p>
			<p>Conservancy management trained and understanding their role within the financial management system, can use results from the conservancy to oversee financial management in conservancies and can interpret financial reports and other output produced by the system.</p> <p>All trained bookkeepers are using the financial management system correctly and effectively to produce the different outputs needed for financial management, reporting and oversight</p>

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3.4	Provide support to each conservancy bookkeeper once a year to ensure that Financial Reports, Workplan and Budgets are ready for AGM, GN and reporting to MEFT.	Check that the budget and workplan align.		Annual Financial Statements, Workplan and Budgets are prepared and ready for AGM, GM and submission to MEFT for reporting.
3.6	Develop and submit quarterly financial reports for each conservancy to the supervisor as well as monthly narrative reports on activities carried out highlighting outcomes, response to issues and recommendations of way forward.		Quarterly financial report	Quarterly financial reports for each conservancy are submitted to the supervisor and any irregularities are dealt with immediately.
			Monthly Narrative reports	Monthly narrative reports are submitted to the supervisor for review and mentorship by the supervisor
3.7	Compile an annual technical report zooming in on every conservancy		Annual technical report zooming in on every conservancy	Annual technical report zooming in on every conservancy is submitted to the Host entity and IDWG.