



Namibia Nature Foundation

08 May 2026

Information Pack: Accountant – Regional Financial Governance and Institutional Support

Thank you for your interest in working with us, you will find below the instructions on how to apply as well as the full job description.

How to Apply

- Please submit your CV and a cover letter of no more than 2 pages by email
- You must include the following text in the subject line of your email

Accountant – Regional Financial Governance and Institutional Support

- Emails should be sent to cv@nnf.org.na

Deadline

- The Deadline for applications is **Friday 15 May 2026**

Further information

Please note, that due to the large volume of applications, only shortlisted candidates will be contacted.

The NNF reserves the right to modify job adverts or to not make an appointment.

This position is only open to Namibian Citizens (preferentially) or those with permission to reside and work in Namibia (e.g. with permanent residence or domicile)

Should you have any queries please contact us at the following address info@nnf.org.na



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JOB DESCRIPTION and TERMS OF REFERENCE

Job Title: Accountant – Regional Financial Governance and Institutional Support

Duty Location: Windhoek, Namibia, with travel to Erongo, Kunene South and Kavango East and West Regions

Duration: June 2026 - May 2027 (with possibility of extension depending on funding and performance)

I. Background

The Namibia Nature Foundation (NNF), in partnership with the Ministry of Environment, Forestry and Tourism and the NACSO Institutional Development Working Group (IDWG) seeks to recruit an Accountant to provide financial management support to Kavango, Kunene South and Erongo Conservancies.

The position responds to the growing need for more coordinated, sustainable and professionalised financial support to conservancies, while also strengthening internal finance support capacity within NNF. The role is conceived as a shared regional resource embedded within the NNF Finance Department and will contribute both to field-level financial governance support and broader institutional finance functions within the department.

II. Objectives

- Serve as an early warning system for financial mismanagement in conservancies by introducing regular financial monitoring systems and shortening financial reporting intervals.
- Strengthen financial governance, accountability and internal control systems within supported conservancies.
- Provide consistent, cost-effective, and sustainable financial management support to conservancies community institutions.
- Contribute to strengthening the finance and compliance support capacity of NNF through embedded support to the Finance Department and project portfolio.

III. Scope of Work



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The accountant will serve as a regional and institutional financial support resource, combining conservancy support, implementation and strengthening of the accounting systems, and project accounting support ensuring that conservancy budgets and work plans are aligned. The accountant will be hosted by NNF (Head office) who will provide the necessary supervision and daily support and will work closely with the Community Conservation Partnership team. In the long run, the accountant will spearhead the process and closely monitor adherence to financial management systems in conservancies.

The position will focus on three interrelated areas:

A. Regional Financial Governance Support

Provide direct financial governance support to conservancies and community institutions across the three regions, including support to budgeting, compliance, internal controls, financial reporting and risk management.

B. Institutional Finance Department Support

Support the NNF Finance Department with accounting and project finance support functions related to donor-funded projects and broader departmental responsibilities as assigned.

C. Systems Strengthening and Capacity Development

Support the strengthening of financial management systems, tools, procedures and capacities that promote long-term institutional resilience and sustainability.

IV. Key responsibilities

The Accountant will be responsible for the key deliverables as outlined below:

1. Regional Financial Governance Support

- Develop and implement an activity workplan for financial management across assigned regions.
- Train Conservancy Management Committees and Forest Management Committee, (where relevant) on the financial management accounting system.
- Provide detailed training on the system and reporting templates to conservancy bookkeepers, managers and treasurers.
- Support implementation and monitoring of accounting systems, ensuring alignment between budgets, workplans and expenditure.
- Conduct periodic visits to ensure books are closed off and cashbook and petty cash books updated, confirm monthly balances in bank accounts and petty cash, and check that the budget and work plans are aligned.



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- Strengthen use of financial monitoring tools and identify, flag and report financial risks or irregularities to relevant authorities (MEFT, NNF, IDWG).
- Assist conservancies to prepare monthly, quarterly and annual financial reports, including reports for presentation at CMC meetings, AGMs, audits and compliance processes.
- Assist bookkeepers, managers and treasurers develop and submit quarterly financial reports for each conservancy to host supervisors.

2. Institutional Finance and Project Support

- Provide accounting and project financial management support to NNF projects as allocated by the Finance Manager or supervisor.
- Support expenditure tracking, reconciliations, budget monitoring and variance analysis across assigned projects.
- Assist in preparation of donor financial reports, supporting schedules and audit documentation.
- Contribute to strengthening documentation standards, internal controls and finance processes within the NNF Finance Department.
- Provide surge support to the finance team during peak reporting or audit periods.

3. Reporting, Learning and Systems Strengthening

- Submit monthly narrative reports to supervisors and quarterly reports to the IDWG.
- 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.
- Provide aligned ad hoc support relating to the Business, Enterprise and Livelihood Working Group (BELWG).
- Support development or refinement of financial policies, staff policies, business plans and financial sustainability plans.

V. Qualifications and Requirements

- A diploma in accounting/finance and/or related field.
- Experience in Community Based Organisations (CBOs) will be an added advantage.
- A minimum of 2 years of experience in accounting, bookkeeping, auditing and financial administration or project finance.
- Experience with donor-funded projects and project management will be an advantage.
- Experience and/or 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



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- Fluency in local languages such as Damara>Nama, and Rukwangali as well as Afrikaans will be added advantage.
- 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, ability to drive 4x4 vehicles in remote, and a willingness to spend periods travelling and working in remote areas.

VI. Reporting and Supervision

The accountant will be embedded within the NNF Finance Department and report to the designated supervisor within the department, while maintaining close coordination with the NNF Community Conservation Partnership Team, relevant regional support structures, MEFT counterparts and the IDWG.