



Namibia Nature Foundation

Information Pack

Project Accountant NNF Finance

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

1. Email applications should be sent to cv@nnf.org.na. Applications should include:
 - A Curriculum Vitae describing previously accomplished work related to project management and environmental science/management;
 - Cover letter with indication of availability;
 - Copy of driver's licence;
 - Copies of certified academic qualifications; and
 - Relevant reference(s), i.e. link to the above-mentioned experiences, from previous employers.
2. You must include the following text in the subject line of your email:
Project Accountant

Deadline

- The Deadline for applications is Friday, 12 June 2026 no later than 17h00.

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). Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position.

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



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Namibia Nature Foundation Job Description

Job Title: Project Accountant

Location: Windhoek, Namibia, Full Time Post

Reports to: Senior Project Accountant

A 2-year contract will be issued, which is renewable subject to annual performance review.

The Namibia Nature Foundation (NNF), established in 1987, is a leading non-governmental organisation dedicated to promoting sustainable development and environmental conservation across Namibia. Guided by its 2024–2029 Strategic Plan, NNF focuses on eight key programmatic areas: sustainable forestry, community-based organisation strengthening, sustainable agriculture, combating wildlife crime, marine and coastal conservation, freshwater and inland fisheries, technical services, and applied scientific research. Through these initiatives, NNF strives to bridge the gap between local, national, and global policies, addressing the critical nexus of climate change and biodiversity conservation.

The advertised position is embedded in NNF's Finance Unit. Through its organisational unit, NNF ensures the efficient and compliant implementation of its programmes and projects. The recruited project accountant will be assigned to several projects, running projects effectively, efficiently, and professionally to the satisfaction of all involved – donors, project partners, stakeholders, and staff, among others.

The provision of this support, while adhering to the principles, policies, and procedures of NNF, donor requirements, and internationally accepted accounting standards, should reflect a high level of professionalism, accountability, integrity, and service delivery.

The assignment to specific projects will be discussed with the successful candidate during the contracting process but is also subject to change throughout the contract period.

Functional Responsibilities

The position will carry the following responsibilities.

Financial Management & Reporting

- Oversee the Grants day-to-day financial management processes.
- Providing professional, efficient, and timely management of project funds.
- Monitoring the implementation and maintenance of accounting control procedures.
- Analysing financial information to recommend or develop the efficient use of resources.



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- Compiling and analysing financial information to prepare entries to accounts (such as GL accounts) and document the transactions.
- Ensuring that financial reports are periodically prepared 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 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.
- Making call-ups and disbursements, keeping the Finance Manager (FM) informed of any significant issues, such as alerting when project funds are running low.
- Coordinating internal and external project audits, ensuring timely preparation of audit schedules, supporting documentation, and management responses to audit findings.
- 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, project agreements, contracts, and ToRs, and to project meetings.*
- *Answering queries raised by and dealing directly with project manager/s, partners, coordinators and implementing partners.*
- *Ensuring timely delivery of project financial reports and other information to project partners, coordinators, and donors.*

Budgeting & Forecasting

- Assisting with financial forecasting and planning for the project/s.
- Monitoring project expenditure against approved budgets and highlighting variances, risks, or overspending to the Finance Manager and relevant Project Managers.

Provide support to the Finance Manager and guidance to project partners and coordinators on project finances by:

- 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.



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Take on tasks that will further the interests and well-being of the NNF by:

- Undertaking any tasks or duties, at one's 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.

Professional Development

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

1. Desired Qualifications, Skills and Expertise required

- Bachelor's degree in accounting, finance or comparable specialisation; higher degrees and/or complementary qualifications are an advantage
- Working knowledge of Namibian Tax laws & GAAP
- A minimum of 6 years of work experience in the donor-funded environment and project management, knowledge of implementing projects
- Experience working with SAGE Intacct or similar ERP/accounting systems will be an added advantage
- Excellent communication skills with advanced English language skills are required
- Experience in implementing donor/development partner-funded projects and working with government/parastatals is an advantage.
- 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 computerised accounting or SAGE ERP Systems
- A readiness to work with people with widely differing belief systems and personal circumstances
- Enthusiasm and flexibility
- A punctual and reliable attitude
- Strong analytical and problem-solving skills
- Ability to maintain confidentiality and exercise sound professional judgment
- Strong interpersonal and stakeholder engagement skills



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- Ability to work independently and under pressure