

VACANCY

01/2021

The MVA Fund is a statutory body established to design, develop, promote, and implement motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependents of those killed in motor vehicle crashes in accordance with the MVA Fund Act 10 of 2007.

HEAD: MANAGEMENT ACCOUNTS (PATTERSON D2)

The MVA Fund invites applications from suitably qualified, experienced and competent persons to join its workforce in the following position:

Position: Head: Management Accounts (Patterson D2)
Duty Station: MVA Fund Service Centre: Windhoek

The successful candidate will carry out all financial and management accounting functions including financial management, auditing, budgeting, regulatory reporting and budgetary planning and control.

Key Performance Areas:

- Ensure timely preparation and distribution of management accounts
- Prepare variance analysis and monitor the Institution's performance
- Review monthly and weekly reconciliations including general ledger, creditors, debtors, bank and petty cash
- Approve creditors and other supplier payments and certify them accordingly
- Review VAT reports and ensure submission of VAT assessments with the Receiver of Revenue
- Ensure that approved budgets are captured on the financial system
- Review annual audit files and ensure audit recommendations are resolved and implemented on a timely basis
- Prepare monthly, quarterly and annual investment reports
- Ensure that funds are invested with due care, skill, prudence and diligence
- Ensure accurate recording of fixed assets and maintain Fixed Asset Register
- Ensure compliance with financial procedures and policies at all times
- Plan, organize and delegate tasks to team members and provide continuous leadership, guidance, motivation and coaching
- Monitor and assess individual performance of direct reports and recommend growth and career development

Competencies and Skills:

B. Com degree or equivalent with Accounting as a major subject. Completion of articles with a registered audit/accounting firm will be an added advantage. Minimum of five (5) years working experience as an Accountant, of which two (2) should be at a supervisory level. CIMA professional qualification and a qualification in investment analysis and portfolio management will be added advantages.

The MVA Fund is an equal opportunity employer. Applications detailing career experience and academic records should be directed to: **Human Relations Unit, Motor Vehicle Accident Fund, P.O. Box 25158, Windhoek or hand delivered to: MVA Fund Windhoek Service Centre, Church Street, Erf 8730 or emailed to: recruitment@mva fund.com.na.** Only short-listed candidates will be notified. No documents will be returned.

Due Date: Friday, 12 March 2021 @ 12H00

Contact Person: Marlyn De Kock
Senior Human Resources Officer

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