



VACANCY

Finance and Administration Manager

Patterson Grade D2: N\$ 549 486 – N\$ 829 135

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites application from suitably qualified and experienced Namibian nationals to apply for the position of **Finance and Administration Manager**.

Scope

Reporting to the Chief Financial Officer, the Finance and Administration Manager, will be responsible to effectively manage the execution of operational processes within the finance division including transaction processing, recording and reporting, budgeting and financial performance reporting (internally and externally).

Main responsibilities

- Prepare monthly financial reports and annual financial statements.
- Prepare and manage the implementation of financial policies and procedures in line with the legislative guidelines and relevant financial reporting frameworks;
- Monitors and ensure compliance with EIF financial management systems and processes as well as donor regulations and policies where applicable.
- Review and manage monthly reconciliations (bank, creditors, debtors, month-end journals, balance sheet accounts, etc.)
- Manage processing of all payroll transactions.
- Designing processes and controls to ensure that payments are made within reasonable timeframes;
- Provide input in the development of the institutional budget in consultation with the Chief Financial Officer.
- Manage the internal and external audit process and ensure audit queries are resolved in a timely manner.
- Maintain the fixed asset register by ensuring the recording of fixed assets and oversee the insurance function.
- Manage finance staff to achieve efficiency in meeting all reporting requirements timely.

Qualifications & Experience

- Bachelor's Degree in Finance/Accounting or related field.
- A minimum of 7 (seven) years' working experience in accounting and finance in a similar environment of which 2 years in a supervisory position.
- Experience working with Sage X3 system or another Enterprise Resource Planning (ERP) system is an advantage.
- Exposure in the area of Project Accounting or donor funding environment will serve as a distinct advantage.

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the EIF website, www.eif.org.na/documents/vacancies or through email request, recruitment@eif.org.na. All applications should comprise of a cover letter, recent CV and certified copies of qualifications.

All applications should be directed to:

Electronic delivery and queries:

Mr. Victor Muyoba

Acting: Manager Human Resources

Tel: +264 61 4317730

E-mail: recruitment@eif.org.na

**Closing date, 16:00
Friday 28 October 2022**