



JOB DESCRIPTION

Title: (C) Finance and Administration Officer
Responsible to: The National Chapter Coordinator

I. THE ORGANISATION:

FAWE Namibia is a non-governmental organization, in partnership with the Ministry of Education to help address challenges girls face in education. FAWENA's national chapter opened its office in 1999. FAWENA is currently operating in more than 33 African countries. FAWENA's goal is to increase access, improve retention and enhance the quality of girls' and women's as well as boys education in Namibia.

Main purpose of this vacancy

The Finance and Admin Officer will be responsible for maintaining the day to day financial, accounting and administrative services of FAWENA.

II. PRINCIPAL FUNCTIONS/ KEY RESULT AREAS:

Role of this position within FAWENA is to help maintain and administer the day-to-day financial systems and processes of the organization.

The Finance and Admin Officer reports to the National Chapter Coordinator and is responsible for preparation of financial statements, maintaining cash controls, administration, purchasing, maintaining accounts payable and managing office operations.

Budget:

FAWENA budgets, i.e.

- Prepare and submit budget
- Ensure adherence to budget
- Ensure timely implementation of budget
- Notify Programme Coordinator for any grant income
- Reconcile projects income and expenditure with correspondence records
- Maintain quarterly project Budget v Actual (BvA) reports tracking system and advise Programme coordinator for any major variances.

Accounting:

- Petty Cash
- Cash Book
- Bank reconciliation statements

- Trial balance
- Prepare balance sheet
- Prepare income statement
- Maintain financial files and records
- Ensure transactions are properly recorded and entered into the computerized accounting system.
- Check and post supplier invoices, credit notes and staff expenses in to the accounting system
- Prepare payments to suppliers and staff
- Maintain files for supplier invoices, staff S & T claims and income.
- Check and post all income in to the accounting system
- Reconcile income to expenses
- Post direct bank transactions into the accounting system

Auditing:

Prepare and reconcile general bank statements

- Annual audit, i.e. prepare financial statements,
- Implement financial policies and procedures
- Undertake such other reasonable duties as the Chapter Coordinator may require from time to time.
- Adhere to all FAWENA processes, policies and templates that are developed.

Tax related:

- ✓ Complete income tax returns for all completed financial statements
- ✓ Prepare calculations for individual income tax returns and complete self-assessment return of income for individuals
- ✓ Complete employee tax certificates and PAYE recons
- ✓ Assist with completion and submission of provisional tax returns
- ✓ Corresponding with clients with regards to information required for financial statements
- ✓ Capturing of data and reconciliation of bank statements

Administration duties

Main Activities

- Ensure the safeguarding of all FAWENA funds
- Issue, code and authorize purchase orders
- Reconcile the accounts payable
- Reconcile the accounts receivable
- Reconcile weekly transactions
- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer, office equipment and vehicles
- Perform other related duties as required

Fixed Assets:

Maintain fixed asset register

Calculate depreciation on fixed assets annually

Record, if any, disposal or acquisition of assets and update register accordingly

Insurances (Motor Vehicles, Buildings, Electronics, All Risks)

Liaising regularly with brokers

Ensure that all assets are insured (motor vehicles, buildings and contents, electronic equipment)

Bank:

Attending to all banking matters

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Pastel computerized accounting program
- accounts payable and accounts receivables
- generally accepted accounting principles
- preparation of financial statements
- office administration

Skills

The incumbent must demonstrate the following skills:

- supervisory skills
- team building
- accounting and bookkeeping skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening skills
- communications skills
- effective written communications skills
- computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs
- time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Finance and Officer. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

Minimum Requirements/Qualification

- Degree in Finance and Accounting or any related fields
- Relevant experience and accounting background
- Excellent command of spoken and written English
- Computer literacy and proficiency
- Age limit at recruitment-below 45 years
- Driving license-Code 08
- Pastel and Excel Knowledge