



VACANCY

Chief Financial Officer: 5 year fixed term

Patterson Grade E1: N\$696,080 – N\$1,049,601

This position is part of Executive Committee of Management (EXCO) of the Environmental Investment Fund of Namibia (Fund) and is responsible to oversee the overall finance and administration of the organization by ensuring sound financial management practices of the institution and ensuring an accounting system that is transparent, efficient and effective in administering the institutions finances and resources. Evaluate financial reporting systems, accounting and collection procedures; analyze the Fund's investment portfolio, make recommendations for changes to procedures, operating systems; budgets and other financial control functions.

Main responsibilities

- Providing leadership, direction and management of the finance and accounting team.
- Providing strategic recommendations to the CEO and members of the executive management team.
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting.
- Support the development of effective financial, risk, investment and administrative policies, manuals and standard operating procedures for financial management.
- Provide financial administration support to projects, loan portfolio, and grant recipients which essentially includes reviewing instalments on loans and grant report back, reconciling these and preparing financial reports for the attention of management.
- Must display a cohesive ability at interpersonal and communication skills, both verbally and written. They must be able to engage with staff at all levels of the organisation and exercise sound judgement.
- Introduce and monitor sound corporate governance and risk mitigating principles and strategies.
- Ensure that accepted accounting and audit principles and policies are followed, and evaluating the adequacy and effectiveness of internal accounting procedures and operating systems and controls.
- Review policies, systems, processes, forms and documents to ensure these are done in a manner to maintain effective risk mitigation.

Qualifications & Experience

- A Honors Degree in Accounting and Finance plus **CA** or its equivalent. Master's Degree in Business Administration will be an added advantage.
- At least 10 years experience in the finance industry where 5 years should be on management or executive level.

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 , certified copies of qualifications and police clearance certificate must be send to recruitment@eif.org.na.

For inquiries, please contact the Human Resources Department at recruitment@EIF.ORG.NA or +264 61431 7701 OR +264 61431 7730

All applications should be directed to:

Electronic delivery and queries:

Ms. Lizl Timbo

Manager Human Resources

Tel: +264 61 4317710

E-mail: recruitment@eif.org.na

Due date: 22 November 2024

