

The Company

Potentia was established in 1998 and today with offices in both Windhoek and Cape Town; we provide a spectrum of Human Resources management services primarily within three core fields namely Recruitment, Organizational Development and HR Project Management. Dedicated to service excellence we continually aspire to be the brand of choice in the industry and our clients are our business partners with whom we have forged mutually beneficial longterm relationships and who, in their own right, are industry leaders in fields of health, banking, service, mining, insurance, aviation and media. At this stage of our development and growth, we seek a suitably qualified and experienced team player to fill the following position and to share in our philosophy.

MANAGER : FINANCE AND ADMINISTRATION

THE POSITION

You will have a hands-on approach to your core focus areas including the management of staff and you will oversee the Financial and Administrative management functions of the organization and provide structured support to all finance activities in the group. A key aspect will be the management of the Co-operative Agreements ensuring oversight on all administrative and financial reporting elements of these agreements.

KEY AREAS OF FOCUS

- **Financial Reports and Financial Reporting:** Prepare operational and variance reports for management analysis as well as financial and regulatory reports. Compile and analyze financial data for the preparation of entries to accounts and records transactions. Effectively coordinate the implementation of accounting and accounting control procedures and ensure compliance with accepted policies and procedures.
- **Audit support services:** Offer adequate support in the completion of year-end journals and final trial balance. Ensure audit queries are resolved in a timely fashion and that external audit requirements are met.
- **Budgetary Control:** Manage budgets and control costs for all departments and companies through the various internal administration and control processes.
- **Financial Management:** Effectively direct the formulation and reporting of the company's financial statements, provide financial information which is in accordance with laws and regulations, company policies and procedures and statutory requirements. Coordination of all monthly reconciliations of creditors, month-end journals nominal ledger and balance sheet accounts, evaluate financial reporting systems, accounting and collection procedures; make recommendations for changes to procedures, operating systems; budgets and other financial control functions.
- **Leadership and Management:** As a senior team member, create and set goals, which integrate the diverse needs of the group and motivate individual team members to perform optimally by creating the ideal climate that promotes productivity, creativity and standards of excellence.
- **Contracts and Co-operative Agreement Management:** Actively assume a monitoring and evaluation function on co-operative agreements and specific contracts by tracking program objectives and deliverables through close communication and co-ordination with relevant stakeholders.
- **Fixed Asset Register control:** Effectively manage the fixed asset register on a monthly basis, oversee the acquisition of capital assets and ensure that assets are properly recorded/ accounted for, amortized, and disposed of appropriately.
- **Advisory function:** Provide technical advice and support to staff and management to ensure that standards of excellence are met and ensure that compliance issues are adhered to across board.

THE PERSON

Minimum requirements

- A hands-on approach is needed, combined with an ability to competently provide leadership.
- At least a Bachelor's degree in Accounting or Commerce or an equivalent qualification from a recognized institution is required. Completion of articles and VAT training will be a distinct advantage.
- Proven ability to analyze financial data and prepare financial reports, statements and projections.
- A minimum of at least 7 years working experience in an Accounting and Administrative environment of which 3 - 4 years should be at a Supervisory or Management level.
- Computer literate, proven and advanced knowledge of Pastel accounting software.
- Experience of working both independently and in a team-oriented, collaborative environment is essential.
- Should be fluent in English and have proven verbal and written abilities.
- Namibian Citizenship.

Competency requirements

- Personal Accountability.
- Sound business acumen.
- Integrity.
- Excellent planning and organizing ability.
- Builds and nurtures longterm relationships with internal and external clients.
- Ability to function effectively in a team.
- Innovative.
- Strategic thinker.

INTERESTED?

We offer an attractive package commensurate with qualifications and experience. The closing date is **24th January 2014** and only suitably qualified Namibians will be considered. We request that you e-mail your CV for the attention of the Director, Mr Craig Dennis to craft@potentia.com.na and all selected candidates will be required to undertake an assessment test.

Note: Only electronically formatted CV's will be accepted.



POTENTIA

www.potentia.com.na