

# FINANCE MANAGER

## The Company

Our Client leads the Namibian industry of manufacturing eco-conscious chemical detergents and bathroom tissues. The spectrum of customers is wide; from fast moving consumer goods to specialised industrial solutions. Our client is based in Windhoek with a turnover of around N\$ 100 million per annum. Manufacturing of liquid chemicals takes place in the Swakopmund plant; while bathroom tissue manufacturing and assembling of cleaning detergents happens in the Windhoek plant. The business is 50% retail focused and 50% industrial/commercial based with five sales branches across Namibia. The business distributes to all major customers through their own in-house logistics operation. On the commercial side, the business has over 700 products in the market; providing specialised, expert cleaning solutions. The company offers both certified products for food and factory environments to industrial general-purpose cleaners and equipment. Our Client now seeks a dynamic professional who is able to offer a broad base of functional skills and capabilities. The ideal candidate encompasses technical and leadership qualities to fill a challenging and vital role in the organisation that holds great promise for an aspiring professional.

## The Position

Reporting to the CEO, you will oversee the financial management of the company through assessing the status of financial goals, budgets & control and managing all activities within the finance department. In the absence of the CEO, you will form an integral part in guiding the executives to make sound day-to-day business decisions in the short and long term. Having foresight and an enterprising mind-set, you will be instrumental in providing key financial information and analysis necessary for strategic planning; including financial modelling and reporting, budget analysis, forecasting needs and moulding a culture of accountability. You will drive the business planning, analysis as well as the strategic finance agenda through managing and running the business plan. This includes, maintaining the daily cost accounting system, forecasting, analysis and stock control. In addition, you will manage the pricing and margin analysis including customer tracking, product tracking, trade rebates, and marketing and advertising expenditure. You will play a fundamental role in strengthening the governance processes and cost accounting systems in order to ensure improved decision making for product margin, pricing, customer profitability, division/ factory and production line profitability. You will oversee all the financial activities of the company, with particular emphasis on cost management accounting and budgetary controls. Given the high intensity, rigorous quality and production deadlines that must be continuously met; the need to provide undivided attention to the task at hand is of paramount importance. A defined and progressive career path is available for the individual with the appropriate frame of mind and technical aptitude.

### Key areas of focus:

- **Cost management:** Clearly understand and articulate cost accounting and cost efficiency, and provide guidance and support to the cost center managers. Develop cost tracking sheets and systems for implementation by cost center managers.
- **Cash flow management:** Proactively monitor and project trends in the inflows and outflows of cash, and implement measures to ensure that cash reserves are maintained at optimal levels.
- **Budgetary control:** Lead and manage budgets and costs for all departments through various internal administration and control processes. Identify appropriate cost saving measures with due regard for the company's image, targets and relevant requirements and decide on all routine financial action steps required to ensure total compliance with company's financial regulations.
- **Financial management:** Effectively direct the formulation and reporting of the company's financial statements and provide financial information which is in accordance with local and international laws and regulations. Ensure sound financial management practices within the company, by establishing an accounting system that is transparent, efficient and effective in administering finances and resources.
- **Financial accounting and reporting:** Develop and maintain timely and accurate financial statements and reports that are in accordance with Generally Accepted Accounting Principles (GAAP) and in compliance with internal financial and accounting policies and procedures. Ensure that the company's statement of accounts are prepared in accordance with International Financial Reporting Standards (IFRS) and that they meet statutory deadlines.
- **Inventory control:** Be the custodian of all stock items, and ensure that systems and procedures are in place to ensure availability to cost centers.
- **Operations:** Assist line managers with sales and production projections.
- **Leadership:** Create and set goals which integrate the diverse needs of the group and motivate individual cost units to perform optimally by creating the ideal climate that promotes productivity, creativity and standards of excellence.
- **Audit support services:** Oversee 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.
- **Advisory function:** Advise the organisation on accounting and financial reporting matters that are in accordance with appropriate accounting standards. Provide technical advice and support to staff and management to ensure that standards of excellence and compliance protocol are adhered to across the board.

## The Person

### Minimum requirements:

- Must have a Bachelor of Accounting Degree or CIMA qualification with strong financial management.
- Must have 8 years working experience, 3 years should be at a managerial level.
- Experience in manufacturing or retail would be a distinct advantage.
- Sound knowledge and understanding of all applicable financial-related legislation.
- Must have working knowledge of pastel evolution accounting software.
- Excellent numeric skills and attention to detail.
- Should be commercial minded, practical and able to simplify complex tasks.
- Sound financial leadership ability with proven business effectiveness.
- Namibian Citizenship.

### Competency requirements:

- Excellent planning and organising skills with the ability to think strategically.
- Strong interpersonal, communications and supervisory skills.
- Able to work under pressure, meet deadlines and be resilient.
- Proactive, hands-on manager who will own, in partnership with the CEO, responsibility for the Finance Department
- Take full responsibility for your actions and anticipate the impact that you have on others.
- Evaluate and judge situations or alternative action against rational, logical assumptions, insights or standards.
- Able to handle and interpret the job-related matters and comprehend complex technical concepts at a fairly rapid pace.
- Provide frequent feedback in a positive, helpful and productive manner to reinforce or improve a team or member's approach or contribution.
- Show consideration and concern; be honest; earn the respect of others; adhere to broad ethical rules and guidelines by showing fairness, impartiality and congruency in all respects.
- Strategic thinker who possesses solid business acumen and is able to organise and manage multiple priorities.
- Proven ability to make complex and time-sensitive decisions in the best interests of the company.

# COST ACCOUNTANT

## The Position

Reporting to the Finance Manager and at Board level, you will be responsible for planning, studying, and collecting data to determine costs of business activity, such as; raw material purchases, inventory, fixed and variable costs, as well as overheads related to production. You will ensure that all floor activities are captured in the appropriate journals and guarantee correctness of debtor, creditor and inventory departments. Furthermore, you will assist in the recording of inventory counts and stock control as well as manage loan accounts. It will be your responsibility to analyse data collected, record these results to implement Cost Accounting Systems developed by the Finance Manager. Possessing a strong focus on cost analysis of production; your role will be pivotal and your success will hinge on your ability to analyse actual manufacturing costs, to prepare periodic reports; comparing standard costs to actual production costs and to come up with recommendations to curtail expenditure. Your ability to respond to the demands of an organisation in transition and to establish a solid framework to construct and streamline innovative operational processes will be vital. This position offers the incumbent professional upward or lateral movement within the group.

### Key areas of focus:

- **Journal processing:** Prepare monthly journals and review entries for anomalies and other inconsistencies.
- **Reconciliations:** Conduct cash and bank reconciliations on all company accounts and prepare monthly and quarterly accounting reports for submission to management. Maintain and review the general ledger and reconcile the trail balance.
- **Inventory:** Conduct inventory reserve analysis and overheads and suggest changes to improve numbers.
- **Cost structures:** Establish standards costs and update them appropriately. Classify costs accurately and manage loan accounts. Analyse costs of raw materials and other supplies and create a cost-benefit analysis for changing vendors.
- **Variances reports:** Collect cost information and maintain an expense database. Plan and record variable costs and analyse and report profit margins. Generate purchase price variance reports to analyse findings and make recommendations.
- **Budgets preparations:** Prepare and monitor budgets and budget allocations as well as monthly, quarterly and annual cost forecasts.
- **Lean management strategic decision support:** Consolidate varying and relevant data and calculate profit margins to create detailed reports that present cost-effective solutions for the company.
- **Infrastructure:** Draft standard operating procedures for the department, including the accounting systems and procedures not yet documented and ensure the company is ISO compliant. Ensure health and safety measures are adhered to for those under your control.

## The Person

### Minimum requirements:

- Bachelor's Degree in Accounting.
- A minimum of 3 – 5 solid years of Cost Accounting in a manufacturing environment.
- Proven work experience as a Cost Accountant, Cost Analyst or similar role.
- Knowledge of Financial Accounting and Management Accounting theory and practices.
- Knowledge of Pastel Evolution Software will be an advantage.
- Proven experience which demonstrates mastery of computerised accounting systems.
- A proven ability to analyse financial data and prepare financial reports, statements and projections.
- Must have a strong cost systems background and have excellent analytical skills; sound understanding of accounting principles.
- Namibian Citizenship.
- Excellent written & spoken English.

### Competency requirements:

- Able to work under pressure and meet deadlines.
- Strong analytical, problem solving and decision making skills.
- Able to plan, organise and prioritise.
- Strong communicator, both internally and externally.
- Uncompromising commitment to standards of excellence and continuous improvement, and determination or self-discipline in completing what has been started.
- Interpersonal skills to win the confidence of others.
- An ethical individual who upholds high standards of integrity.
- Self-confidence when making decisions and a self-starter.
- Proactive, collaborative with a solutions oriented mindset.

## Interested?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **21 March 2019** and suitably qualified Namibian individuals are encouraged to apply. We request that you e-mail or contact the following persons for the respective positions:

- Finance Manager for the attention of **Ms Tangi Mumbalu**. Email address: [admin8@potentia.com.na](mailto:admin8@potentia.com.na)
- Cost Accountant for the attention of **Mr Cameron Kali**. Email address: [admin6@potentia.com.na](mailto:admin6@potentia.com.na)

In the event that you do not receive an acknowledgement of your application within 2 working days, please contact us on 061 381 000. Kindly be advised that all applications will be handled exclusively by Potentia Namibia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.



# POTENTIA