

The Company

A well-established Namibian based leading consultancy, providing services to both local and international clients. They have established a strong reputation and superior position in the market, for placing high-calibre professionals and finding effective, high-impact workforce solutions for various organisations and business sectors. Their driving purpose is to ensure meaningful and sustainable workplace collaboration between organisations and talent. For more than 20 years, they have remained committed to their uncompromising pursuit of excellence, knowledge leadership, and integrity to consistently amplify potential.

The Position

You will have a hands-on approach and be responsible for the day-to-day oversight of the financial affairs of the organisation including the preparation of current financial reports and cashflow projections for future business growth. You will be instrumental in directing the growth of the organisation through the formulation and reporting of financial statements, provide financial information which is in accordance with laws and regulations, the company's policies and procedures and external requirements. Additionally, you will provide insight, advice and assistance on accounting, tax, reporting and business systems issues and oversee all related transactional functions. The successful candidate will be required to enforce compliance to internal control systems, audit compliance, procedures and policies and attend to matters of non-compliance by addressing these swiftly and decisively.

Key areas of focus:

- **Financial administration and management:** Manage day-to-day financial administration and ensure the timely execution of debtors and creditors terms.
- **General ledger reconciliations and journals:** Ensure that all transactions are correctly posted and reconciled in the master ledger for financial reporting.
- **Asset management:** Ensure an effective asset management system with reference to acquiring, disposing of and registering of assets.
- **Related party companies accounting:** Manage and facilitate the accounting transactions related to 3rd parties.
- **Investments:** Administer the investment accounts and decisions as directed by management and within the prescribed financial frameworks.
- **Financial reporting:** Prepare and submit the appropriate financial reports as directed by the financial frameworks.
- **Audit support and preparation:** Manage and facilitate all audit preparations and audits conducted by the external auditors.
- **Tax administration and compilation:** Effectively manage and administer the required taxation transactions for the organization.
- **Budgeting and business forecasting:** Support annual budget/target preparation and coordination.
- **Leadership and performance management:** Effective day-to-day people management and in collaboration with department heads, creating performance targets for each department and their individual direct reports.

The Person

Minimum requirements:

- Honours Degree in Accounting, Finance or equivalent qualification.
- At least 5 years' managerial experience.
- Demonstrated knowledge of international standards of auditing and accounting, IT systems, corporate governance and statutory legal frameworks.
- Demonstrated intelligence of Namibian tax laws including the Income Tax Act and VAT Act.
- Demonstrated knowledge of GAAP/ IFRS.
- Demonstrated working exposure with Excel spreadsheets and Pastel accounting software.
- Exceptional problem-solving ability, as well as numerical literacy.
- Sound technical aptitude.

Competency requirements:

- Independent and proactive.
- Strong technical aptitude with good conceptual ability.
- Able to critically evaluate situations and offer solutions to challenges.
- Effective planning ability coupled with strong interpersonal objectivity skills.
- Execute work with efficacy and possess good stress tolerance.
- Emotionally intelligent, results-driven and compliant.
- Ethical and must exhibit impeccable integrity standards.
- Ability to organise own workload, take initiative and apply good judgment.
- Proven ability to operate in a commercial environment where deadlines are non-negotiable.

Interested?

Closing date: **30 October 2020**

Email your CV to apply1@potentia.com.na

Please be advised that all applications will be handled exclusively by Potentia Namibia Recruitment (Pty) Ltd and all selected candidates will be required to undertake an assessment test. Only electronic CVs will be accepted.