



# WE ARE HIRING

## HEAD OF FINANCE

### POSITION SUMMARY

Directs the financial function within SOS CV Namibia ensuring the sound financial management of the organisation at all levels. Ensures full compliance with SOS financial procedures and standard accounting practises. Leads the finance team within the organisation providing guidance and control as necessary. Ensures all finance staff are properly selected, trained, and equipped to fulfil their function.

### MAIN CLIENTS

- National Director
- Programme locations
- National /Programme Management Teams
- Regional Finance & Controlling Advisor
- Finance & Risk & Compliance Board Sub Committee

### PRIORITY TASKS AND RESPONSIBILITIES

#### Strategic Leadership and planning

- Sets the strategic plans, objectives, and priorities of the Finance Department, through close consultation with the National Director and Regional Finance & Controlling Advisor.
- Lead the development of the National Association annual budgets ensuring that organisational objectives are financially supported as economically as possible.
- Propose and implement new financial and administrative procedures aimed at strengthening internal controls and systems.
- Provides technical support to the National director as well as Location Managers in ensuring all strategic plans are economically viable.

#### Treasury, Liquidity & Risk Management

- Takes a lead role in liquidity planning and quality check of the Organization liquidity plans.
- Prepare risk assessments, coordinate, and monitor mitigation measures.
- Takes a lead role in managing bank relations, Bank accounts and their management & currency risks.
- Ensures that funds-transfer requests from programmes are properly prepared, and transfers made in time to projects to ensure that operations are efficient.
- Ensures the Risk register is updated Annually

#### Governance

- Preparation and presentation of quarterly financial statements to the MA Board.
- Ensures that all board finance related resolutions are followed through and implemented.
- Participate in the finance, risk, and audit board subcommittee meetings.

#### Audit

- Takes lead in organizing for annual external financial audits for the Organization as well as specific projects and the implementation of action plans.
- Take a lead role in facilitating internal audits.
- Takes a lead role in formulation and implementation of Audit Action plans.
- Take a lead in ensuring timely implementation of internal and external audit recommendations.
- Takes a lead role in preparation of annual financial statements in preparation for the annual audit

## Donor Contract Management & Reporting

- Supports programs and fundraising functions in the formulation of sound proposals and budgets.
- Takes a lead role in monitoring of Institutional grants, reporting & ensuring compliance with donor financial requirements.
- Lead the preparation of monthly (and other) financial reports / statements to the Regional Office/Donors/ partners.
- Participates in assessment of sub grantees, partners, and CBOs.
- Ensure tracking of restricted funds.

## Operational Responsibilities

- Review and development of new finance & administrative policies in line with international guidelines.
- Ensure compliance with statutory obligations as well as seeking opportunities for tax relief, exemptions or payments by government.
- Ensures tax applications / payments, as well as statutory payments are timely and followed up on.
- Review monthly income and expenditure reports (and other key performance indicators) and advises programme managers as well as the National Director on needed action.
- Ensure that all payments are made timely to safeguard the SOSCV brand.
- Ensure that all receivables are collected and accounted for as per policy and guidelines.
- Controls overall expenditure of the NA, ensuring that financial resources are used modestly and efficiently to support planned activities and for the benefit of the children.
- Take a lead role in the annual fixed assets physical verification.
- Ensures that all donations, fees, and other income are adequately accounted for, and are promptly banked.
- Reviews sponsorship money gifts administration procedures and ensure that the money gifts policy is followed, and proper records are kept, and funds are accounted for.
- Ensure quality of accounting data in the Navision accounting system.
- Carries out any additional reasonable tasks provided by the supervisor.

## HR Processes Support

- Supports HR function in HR planning and budgeting.
- Ensures accounting and programme staff receive adequate capacity development, to build their effectiveness on finance and compliance matters.

Responsible for ensuring set internal controls and guidelines are in line with various levels of management.

- Supervise the processing of the payroll for the entire MA based on the approved salary scale, ensuring that statutory deductions are accurate and promptly remitted.
- Takes a lead role in the recruitment and orientation of finance staff
- Conduct regular performance appraisals for finance staff.

## COMPETENCIES

- Advanced knowledge / skills on computer and accounting software
- Strategic and forward thinking
- Good communication skills
- Good planning and organizing skills
- Good negotiation skills
- Problem analysis and solving
- Team player
- NGO background will be an added advantage

## MINIMUM REQUIREMENTS FOR POSITION

- Honours degree in Accounting or equivalent professional qualifications like CIMA, ACCA etc.
- Relevant +5 years' experience, at least 3 years in senior position
- Able to work under minimum supervision
- Drivers Licence

Interested persons should send their detailed CV's including present position with three (3) contactable references and supporting documentation to: Magret Kamati at [recruitment.hr@sos-namibia.org](mailto:recruitment.hr@sos-namibia.org), 061-222457.

Namibians from designated groups and persons with disabilities are encouraged to apply. Applications that do not meet the criteria will not be considered. Only shortlisted candidates will be contacted.  
- Valid Police Clearance will be required for shortlisted candidates only.

**Closing date: 31 March 2023**

 [www.sosnamibia.org.na](http://www.sosnamibia.org.na)