

Position Title: Manager Finance and Administration Services

About Namibian Standards Institution (NSI)

The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005). The primary role of the NSI is to promote Standardisation and Quality Assurance in industry, commerce and the public sector in Namibia, with the aim of improving product quality, industrial efficiency and productivity, and to promote trade, so as to achieve optimum benefits for Namibia. NSI is an equal opportunity employer

Purpose of Position

The Manager Finance and Administration Services is responsible to develop and manage the capacities to effectively deal with the financial and sustainability portfolios of the NSI through setting and recommending policy frameworks that govern all direct and impacted work processes and set targets for the financial and asset management functional area.

Summary of Key Performance Areas

- Translate strategic priorities into financial action plans, operational activities and measurable tasks.
- Direct, monitor and control divisional financial and administrative activities to achieve set objectives.
- Provide financial planning input, monthly reports and strategic financial advice to executive management.
- Develop, recommend and implement approved financial policies, strategies and procedures.
- Ensure consistent application of financial controls to safeguard financial integrity.
- Develop and improve financial systems, procedures and internal controls.
- Coordinate the preparation of annual financial statements and financial reports.
- Liaise with auditors and ensure timely resolution of audit findings and financial reporting issues.
- Provide financial, accounting, administration, taxation, insurance and procurement support services.
- Manage staff performance, development, communication and divisional capacity building.

Job Specific Knowledge and Skills

- Knowledge of relevant acts, regulations, financial policies and governance requirements.
- Knowledge of financial costing methodologies and financial administration practices.
- Sound understanding of international financial principles and financial reporting requirements.
- Strong financial accounting, management accounting and budgeting skills.
- Knowledge of annual financial statement preparation and audit coordination.
- Business analysis, financial planning and performance monitoring skills.
- Knowledge of systems, procedures, internal controls and risk mitigation.
- Procurement process knowledge aligned to governance and best practice principles.
- Analytical, logical reasoning and problem-solving skills.
- Managerial, communication, stakeholder engagement and service delivery skills.

Required Education and Experience

An Honours Degree in Finance, Accounting, Commerce or related; must have completed Articles or CIMA registered. Management Development Program (MDP), with Six (6) years in financial accounting and administration of which three (3) years in management experience. A relevant driver's license valid for (2) two years.

Interested candidates are directed to visit:

<http://www.transfocoaching.com.na> for the full job specifications and guidance on how to apply and submit applications and relevant documents. Only shortlisted candidates will be contacted and no documents will be returned.

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