



NAMIBIA TRAINING AUTHORITY

HEAD OF FINANCE & ADMINISTRATION (Grade D4)

DUTY STATION: NVTC

Reporting to: Centre Manager

Purpose: To manage finance and administration department by regular planning, organizing, monitoring, controlling of the finances (operational and CAPEX budgets), administrative activities and staff matters according to relevant policies and procedures and to report thereon.

Key Performance Areas:

- Coordinate the development and implementation of the VTC financial plan;
- Responsible for financial operations of the Centre;
- Develop, review and update financial and administrative policies and procedures for approval;
- Prepare the annual budget with the Centre Management Team;
- Prepare timely and accurate monthly Management Reports, as well as annual financial accounting reports for the VTC; the amount to the NTF and initiation of legal proceedings as appropriate;
- Manage the financial function at the VTC debtors, creditors, financial leadership on financial performance indicators to other departments and reporting thereof;
- Prepares for and manages annual audit process;
- Manage the security at the VTC;
- Manage the maintenance of assets at the VTC;
- Manage the fleet of the VTC;
- Manage applicable Service Level Agreements;
- Manage the HR function at the VTC by implementing the relevant HR policies and procedures;
- Responsible for staff motivation, performance and development at the VTC, and
- Responsible for general administration to ensure the availability of resources to ensure effective and efficient operations at the VTC.

Qualifications and Experience:

- Relevant Bachelor degree in Accounting or Finance; and
- Seven (7) years Finance & Administration experience of which three (3) years must have been on management level.

Other Competencies:

- Knowledge of accounting practices and procedures;
- Knowledge of financial management, policies and procedures;
- Knowledge of relevant financial and accounting systems;
- Knowledge of HR Administration;
- Supervisory skills;
- Analytical skills;
- Project management skills;
- Good organizational skills;
- Good reporting skills;
- Good communication and interpersonal skills;
- Must be computer literate – Microsoft Excel, Power Point and Access;
- Must have high integrity and emotional intelligence; and

- Must have a valid drivers' license.

Closing Date: 3 JULY 2018

Applications should be emailed to: hr@nta.com.na or sowosoas@nta.com.na, or couriered, mailed or hand delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 279 550. No faxed applications will be accepted.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates may be contacted.

The NTA reserves the right not to make any appointment in this position.