



NAMIBIA TRAINING AUTHORITY

## **MANAGER: CORPORATE FINANCE (Grade D4)**

**Duty Station: Head Office**

**Reporting to: General Manager: Finance and Administration**

### **Purpose:**

To manage all aspects of finance and associated administration responsibilities through efficient planning, monitoring, control and supervision of financial processes, procedures and resources.

### **Key Performance Areas:**

- Provide financial leadership on financial performance indicators to all departments;
- Oversee the operations of the finance department, set goals and objectives and design a framework for these to be met;
- Manage the preparation of the organisation's budget;
- Identify and implement adequate internal control measures in the mitigation of strategic and operational risks;
- Identify financial trends within the organisation and benchmark with industry trends;
- Analysis and interpretation of financial and non-financial information and make decisions with regard to deviations;
- Investigate, evaluate and make decisions on financial options and its implications to the organisation's financial position;
- Liaise with various departments, discussing business plans and associated financial resource requirements (e.g. analysis of cost implications, financial forecasting, feasibility studies, project investment and new business opportunities);
- Provide financial reports (income statement, balance sheet & cash flow), interpret financial information for managerial staff and recommend appropriate action; and
- Provide financial advice and assistance to Vocational Training Centres (VTCs)

### **Qualifications and Experience**

- Bachelor's Degree in Accounting/Finance/Commerce, or an equivalent qualification;
- Eight (8) years' working experience in finance & administration, with at least five (5) years at managerial level; and
- A CIMA or ACCA qualification will be a distinct advantage.

### **Skill and Knowledge required:**

- Sound knowledge of accounting principles and standards;
- Proficiency in the use of accounting/Financial software;
- Working knowledge of statutory legislation and regulations relevant to NTA operations;
- Strong analytical and problem-solving skills;
- Ability to manage, guide and lead a team;

- Strong interpersonal, communication and presentation skills;
- Excellent report writing skills; and
- Ethical with high emotional intelligence(EI).

**Closing Date: 04 September 2017**

Applications should be emailed to: [hr@nta.com.na](mailto:hr@nta.com.na) or [sowosoas@nta.com.na](mailto: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.