

THE COMPANY

Our client was established in 2008 under the Vocational Education and Training Act, 2008 (Act 1 of 2008) with the primary purpose of regulating the provision of vocational education and training and to provide for the funding of a vocational education and training. It aims to contribute to the establishment of an effective and sustainable system of skills formation by providing skills in alignment with the needs of the labor market required to accelerate development in Namibia. In line with its vision to increase employment and self-employment opportunities, it ensures that vocational education and training programs and services meet the current and emerging needs of industry, business and the broader community by ensuring that sufficient funding is provided as well as the provision of technical assistance to employers, vocational education and training providers, employees, learners and other persons or bodies.

In order to fulfill its vision and objectives, our client is constantly on the look-out for individuals that are passionate about becoming an integral part of the national policy for vocational education and training which aims to increase access, equity and quality in vocational education and training. Therefore, if you are an individual who is able to work well under pressure coupled with excellent analytical and problem solving skills, this position will be ideal for you.

GENERAL MANAGER: FINANCE AND ADMINISTRATION

THE POSITION

The primary objective of this position is to direct and oversee the overall financial affairs of the institution; this includes the preparation of current financial reports and forecasts for future business growth. Assist the Board with the preparation of budgets and financial reports, including income statements, balance sheets, tax returns and reports for Government regulatory agencies. Contribute to the achievement of the institutions objectives by providing advice and guidance on financial strategy. More so, the successful incumbent will oversee the institution's Human Resources, Asset Management, Training Fund, IT and Administrative functions and ensure that best practices are pursued so as to maximize efficiency and growth. Effectively direct the growth of the organization through formulation and reporting of the institution's financial statements, provide financial information which is in accordance with laws and regulations, the institutes policies and procedures and external requirements. Furthermore, to provide advice and assistance on accounting, tax, reporting and business systems issues and manage all related functions.

Key Focus Areas

- Financial accounting and reporting:** Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP) and ensure compliance with internal financial and accounting policies and procedures. Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary.
- Financial Planning:** Review reports and analyze projections of and income against actual figures and suggests methods of improving the planning process. In conjunction with the Board, assess the long term financial trends and review prospects for future growth of income and new focus areas.
- Cash Flow Management:** Manage the cash flow and prepare cash flow forecasts in accordance with policy and develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control and petty cash. Manage day to day cash flow requirements and authorize electronic bank transfers and cheque payments.
- Budgeting:** Assist with budgetary preparations and monitor all expenditure monthly and quarterly against the approved budget as well as control costs for all divisions through the various internal administration and control processes. Establish guidelines for budget and forecast preparations and assist with the preparation of the annual budget in consultation with Executive Management.
- Financial Management:** Identify appropriate cost saving measures, with due regard to the company's image, production targets and relevant requirements and decide on all routine financial processes required to ensure the company's full compliance with financial regulations. Document and maintain complete and accurate supporting information for all financial transactions.
- Bookkeeping:** Ensure that sound bookkeeping and accounting procedures are followed.
- Policy Formulation and Implementation:** Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Asset Management:** Manage the acquisition of capital assets and ensure that assets are properly recorded/ accounted for, amortized and disposed of appropriately.
- Payroll Administration:** Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner.
- Management accounting:** Maintain financial records for each and every transaction in a manner that facilitates management reports. Ensure that accurate and timely financial statements are prepared in accordance with statutory requirements.
- Information technology:** Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements and advise on appropriate technology that meets the organization's information requirements and financial resources.
- Risk management:** Monitor risk management policies and procedures to ensure that financial and organizational risks are minimized.
- Human Resource Management and Administration:** Identify and implement structural changes within the division, best suited for the realization of the division's objectives of minimizing overheads and service expenses and the maximization of productive output, define key performance areas of all staff in the division, determine performance indicators and set performance standards, implement all required HR systems and processes required for effective industrial relations within the division, maintain discipline within the division, identify and implements a wide variety of action steps to ensure the highest motivation levels of staff at all times as well as oversee and supervise the administrative function of the organization
- Quality Control and Assurance:** Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality. Develop quality assurance and target settings and ensure that the highest standards of excellence are maintained throughout the entire project implementation process.
- Staff Supervision:** Establish objectives with subordinates and guide them in achieving quality administrative standards and competence in executing tasks and oversee the overall coordination of staff. Deal with disciplinary matters and guarantee staff adherence to monthly accounting schedule. Guide and direct staff by setting performance targets/ standards and monitor performance.
- Leadership:** Provide leadership services to the institutions Finance, HR, Training Fund and IT functions and as part of senior management create and set goals, which integrate the diverse needs of the unit and motivate individual members to perform optimally by creating the ideal climate that promotes productivity, creativity and standards of excellence.
- Advisory function:** Provide expert financial advice and support to management, subordinates and all the relevant stakeholders to enable them to take sound business decisions.
- GAAP/IFRIS:** Ensure existing systems adhere to generally accepted accounting standards and provide sound internal control on specific accounting functions within the company as a whole.

THE PERSON

Minimum requirements

- A B Degree in Accounting/Finance/Commerce or equivalent qualification from a recognized tertiary institution coupled with 5 to 10 years' experience in a similar position.
- CA/ CPA / CIA and/or CISA will be a distinct advantage.
- Experience in levy collection systems and management.
- Strategic leadership.
- Completion of articles and VAT training will be an added advantage.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Sound knowledge of administrative systems and procedures.
- Familiarity with information technology systems and procedures at a rudimentary level and exposure to various financial accounting packages will serve as an advantage.
- Can ably act within the finance policy parameters, accounting requirements and specific systems parameters in place and innovates new ideas to improve these parameters.
- Exposure to controlling and managing large teams to achieve individual and collective objectives.
- Language skills: Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written)
- Computer Literate (MS Excel, MS word, MS PowerPoint).
- Namibian Citizenship.

INTERNAL AUDITOR

THE POSITION

The primary objective of this position is to effectively execute, conduct and report scheduled audits; ensure the overall audit process complies with international standards and the Internal Audit Charter; identify activities subject to audit coverage and Risk assessment; assume the overall responsibility for complete audit examination reports; coordinate audit efforts with those of external auditors; identify, evaluate, and report on complex operational and business risks and controls in accordance with standards and established methodologies by developing

and or improving operational, financial, and system related controls. Furthermore to perform financial and system audits, preparing audit reports and review technical or complex financial and system controls for risks, products, systems, and business functions. The incumbent will help the organization accomplish its objectives by bringing a systematic, disciplined, risk-based approach to the evaluation and continual improvement of the risk management systems, control environment, and governance processes.

Key Focus Areas

- Business Process Application:** Application of business management principles as well as accounting principles, and to relate those principles in a broad variety of settings. Collaborate with senior leadership and mid-level personnel throughout, to provide guidance to internal stakeholders regarding best business practices that minimize risk to the organization and foster continuous process improvement in all client and job-related activities.
- Audit Strategy & Governance:** Implement and manage a dynamic risk-based audit strategy and cyclical audit plans in the area of financial controls, financial reporting and operational controls; planning and performing regular functional / departmental / organization-wide internal audits as well as carrying out special projects including audits of compliance with contractual arrangements, management initiatives, enterprise risk management activities and in areas of organization-wide governance.
- Continuous Improvement:** Lead initiative to review / improve and recommend enhancements to existing processes and controls. Determine compliance with selected policies, procedures and regulations; identify risks and ensure they are managed appropriately; ensure legislative, regulatory or contractual requirements are recognized and met; and, resources are adequately protected, used economically and effectively applied against stated priorities.
- Fraud Management:** Oversee the assessment of the degree of risk / fraud potential that are intrinsic to the activity and identify the key control points of the system.
- External liaison:** Effectively scrutinize working papers for accuracy with financial reports and coordinate audit efforts with those of external auditors.
- Enterprise Risk Management:** Design, plan, and implement ERM systems and processes to mitigate all risks as well as maintain organizational and professional ethical standards to ensure all internal audit activities are in compliance with The Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing (Standards).
- Risk identification:** Conduct annual risk and fraud assessments in line with the audit plan and ensure the appropriate action has been taken for significant audit findings.
- Special Investigations:** Conduct special examinations at the request of Senior Management.
- Systems Development:** Effectively develop comprehensive systems to facilitate overall risk management improvement.
- Training:** Identify training needs with respect to auditing approaches, tools and techniques and remain current through an ongoing commitment to participation in learning and development.
- Budget Facilitation:** Compile, recommend and implement the budget of the division.
- Reporting and Analysis:** Ongoing review and submission of a complete package of finding reports so to provide insights and guidance that promotes informed and intelligent choices and decisions that reduces the organizations risks and vulnerability.

THE PERSON

Minimum requirements

- A B Degree in Accounting/Finance/Commerce or equivalent qualification from a recognized tertiary institution coupled with 4 to 7 years' experience in a similar position.
- CA/ CPA / CIA and/or CISA will be a distinct advantage.
- Experience in a multidivisional matrixed audit environment and possess the skill and discretion necessary to handle sensitive and confidential issues.
- Substantial relevant experience with accounting systems, cash receipting, financial analysis, and establishment of financial controls.
- Considerable knowledge of the IIA Standards and Code of Ethics. Extensive knowledge of governance models and best practices, contemporary strategic considerations and risk management and control techniques and working knowledge of contemporary control frameworks.
- Demonstrated in-depth technical knowledge and direct experience in the field of auditing including descriptive and inferential statistics.
- Familiarity with ethics in general and the common indicators of fraud in particular.
- Extensive skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- Ability to communicate complex issues to Board Members and Executive Management, and have the vision and leadership to develop a "partnership" culture between departments throughout the organization.
- A dynamic, highly motivated and reliable individual that can work with minimal supervision
- Ability to participate in multiple projects and tasks, with constantly changing priorities and evolving issues.
- Ability to apply sound and balanced judgment to ensure compliance with internal audit policy.
- Language skills: Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written)
- Namibian Citizenship.

Competency requirements

- Discretion / Interpersonal objectivity - The ability to deal with sensitive and confidential issues using developed discretion and judgment, while maintaining independence and objectivity.
- Decision-making - Demonstrate ability to make decisions both independently and collaboratively, having first evaluated different options.
- Self-motivation: Task-oriented, self-assertive, accepts responsibility and takes initiative.
- Analytical thinking: Exceptional analytical skills coupled with experience in continuous quality improvement.
- Business Acumen – Develop work plans that prioritize work components in alignment with business goals.
- Teamwork & Cooperation – Express positive expectations of others in terms of their abilities, contributions, etc;
- Professional Judgment – Identify a number of solutions and weighs the value of each to improve results.
- Integrity – Moral, honest business decisions and behavior which is in line with the culture of organization. Maintain social, ethical and organizational norms, firmly adhering to codes of conduct and ethical principles.
- Quality Orientation: Meet/exceed own and others delivery standards and levels of quality. Showing concern for all aspects of the job, accurately checking the standards of processes/tasks.
- Planning and Organizing – Develop, communicate and oversee tasks to an agreed plan of action with deliverables. Establish courses of action for self and others to ensure that work is completed efficiently.
- Strategic Thinking - Focus on finding and developing unique opportunities to create value by enabling a provocative approach to uncover potential opportunities for creating value and challenges about the institutions value proposition, so that when the plan is created, it targets these opportunities.
- Personal Accountability: Takes full responsibility for your actions and the impact that you have on others; self-driven with a desire to continually grow and improve on personal performance.
- Conceptual understanding: An overriding service-delivery mentality is important to maintain business credibility in the country together with a focus on quality of work. It is important that the individual can balance a 'hands-on' approach to developing creative business initiatives and strategies.
- Building Relationships: Develops and maintains ongoing working relationships, networks and partnerships to help achieve business goals through others (e.g. peers, functional partners, customers etc).
- Leadership: Ability to influence people and operations to achieve audit/assignment objectives within budget.

INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **23 September 2011** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV for the attention of: **The Project Coordinator, Mr. Shiwana Ndeunyema** to shiwana@potentia.com.na. **All applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Note: Only electronically formatted CV's will be accepted.**



POTENTIA

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