



JOB DESCRIPTION

FINANCE OFFICER

Job Title:	Finance Officer
Department/ Division/ Unit:	Finance, Human Resource & Administration
Duty Station:	Okahandja
Reports to Position:	Accountant
Number of Direct Reports:	None

1. PRIMARY PURPOSE OF THE JOB:

To receive Company cash for all sales transactions and provide administrative support to the accounting and administration function, thereby ensuring the effective and timeous processing of all transactions and compliance of accounting procedures. The incumbent is assigned to a business unit and will perform, maintain and coordinate accounting and financial administration functions through collecting, processing and recording financial data thereby assuring accuracy, completeness, and conformance to reporting and procedural standards.

2. JOB SPECIFICATIONS:

Minimum Educational Qualifications: A relevant Degree (NQF Level 7) in the fields of Accounting and Finance or equivalent.

Minimum Experience Required: A minimum of 2 years **relevant** working experience. Supervisory experience will be an added advantage.

Special Requirements / Licences: Valid Driver's License.

3. COMPETENCY PROFILE:

Incumbent should have good working knowledge of preparing reconciliations, debtors and creditors operations, cash flow management, forecasting and accounting practices.

Incumbent must be well versed with the relevant statutory legislation and financial regulations (i.e. Finance Act, Income Tax Act), IFRS and GAAP. Incumbent must have computer skills and have work experience of various financial systems.

Additionally:

- High level of integrity, strong eye for detail and analytical ability.
- Conscientious and hardworking.
- Excellent planning and organising capabilities.
- Strong leadership skills and ability to manage a large and diverse group of employees.
- Must have time management ability and deadlines driven.
- Excellent communicator with a high level of interpersonal, negotiation skills, as well as the ability to build and maintain relationships with customers and stakeholders.

KEY PERFORMANCE AREAS:

1. Cash Administration and Customer Service

- Accountable for all cash taking/ collection, administration, banking, and management of the assigned Production Plant.
- Provide excellent customer service by welcoming customers and timely attending to them.
- Accept all payments from and issue receipts to customers, ensuring that the correct price and quantities are issued to the customer.
- Process all transactions on the relevant book or system, ensuring accurate processing of all transactions.
- Balance the cash register and cash up the money received for banking and produce sales reports.
- Accountable for the handling, administration, and safekeeping of petty cash at the Production Plant.
- Receive requisitions requiring the use of petty cash.
- Complete the petty cash form and hands the petty cash to the requester.
- Inform the requester of the correct supporting documentation required in line with the set petty cash procedure.
- Check to ensure that all payments have been properly authorised.
- Attach all relevant slips/receipts as documentary proof to the requisition.
- Record daily disbursements and submits these records with relevant documentation to the immediate superior as required.

- Maintain the petty cash book and submit this to the immediate superior by the monthly due date.
- Replenish the petty cash levels whenever required.
- Ensure that official receipts, sales invoices, etc. are properly completed by the requester.
- Provide the relevant staff member with the petty cash for regular expenditures, e.g. petrol, office consumables.
- Ensure the safekeeping of the petty cash box at all times.
- Maintain a monthly reconciliation of petty cash ledger account.

2. Financial Reporting

- Accountable for all financial administration functions and reporting of the assigned Production Plant.
- Provide timely information for the preparation of weekly, monthly, quarterly, and annual draft balance sheet and income statements.
- Perform bank reconciliations timeously (weekly) and submits them to the immediate superior for checking.
- Prepare and processes monthly allocation journals and year-end journals.
- Prepare all creditors, debtors, banking, and general ledger transactions.
- Maintain and update an asset register through a numbering of all assets.
- Perform all relevant depreciation calculations on a monthly basis.
- Prepare monthly reconciliations for all balance sheet items (i.e. between General Ledger and sub-ledger) and submits to the immediate superior for review.

3. Debtor and Creditor Control

- Responsible for debtors and creditors control functions (in all aspects) of the assigned Production Plant, prepare all creditors, debtors, banking, and general ledger transactions and attend to all queries.
- Process all master file information of customers on the accounting system.
- Check that all payments received by customers are recorded correctly and that batches are correct.
- Post all invoice and receipts batches.
- Attend and respond to all enquiries of debtors.
- Prepare all debtors' reconciliation and specific debtors aging analyses and provides own senior with detailed statistics on these.
- Make recommendations on findings made e.g. improvements to procedural controls in order to enable more effective debt administration prior to them becoming doubtful.

- Monitor and analyses the debtors' age analysis and follows up any outstanding amounts as well as unallocated cash items.
- Check journals, debit notes and credit notes for correctness, accuracy, and validity, and effects all adjustments as mandated.
- Check documentation for payments to be made for accuracy, correctness, validity, and completeness. Certifies payments on the system / part-releases such payments and forwards these for full release.
- Maintain specific records on debtors, forms, search results, customer payment history, etc. for easy reference and retrieval.
- Provide information to users where requested and makes sure that users are satisfied with details provided. Gives support to areas as required.
- Prepare standard as well as ad hoc required reports for various users (e.g. financial manager). This may take the form of summary reports of reconciliations, categorisations of anomalies, etc.
- Provide timely information for the preparation of weekly, monthly, quarterly and annual draft balance sheet and income statements, and prepare reports regular as required by the line manager.

4. Processing of invoices and Cash Payments

- Receives invoices and payment requests, allocate and process all invoices and payments for the approval of the line manager and maintain all records.
- Processes invoices to the accounting system.
- Allocates invoices to correct budget code.
- Ensures that invoices are allocated to the correct accounting period.
- Captures invoice detail on system (cash accounts).
- Receives invoices from suppliers of products and services (cash vendors).
- Checks the accuracy of the supplier details and payment terms.
- Ensures that relevant supporting documents are in place before payment is done.
- Obtains supporting documentation from user department.
- Processes cheques / EFT once approval for payment has been obtained
- Forwards cheques /EFT to authorised signatories for payment.
- Forwards proof of payment to supplier.
- Ensures that payments are done on invoices.
- Ensures timely payment of sitting allowances, retain fees and DSA's.
- Maintain all filing regarding cash payments.
- Handle all correspondence regarding cash payments.
- Retrieve cash vender's documents on request and re-files when returned.
- Update cash vender's / records as required.

6. Financial Reconciliation & Administration

- Complete all VAT input and output calculations, VAT returns, reconciliation, and records management.
- Perform reconciliations and administrations (i.e. bank, financial and inventories) of the assigned Production Plant and, investigate any discrepancies and perform verifications as required.
- Participate in the preparation of all internal and external audits.
- Maintain and update asset register and reconcile inventories from the store on a regular basis.
- Prepare and processes monthly allocation journals and year-end journals.
- Prepare monthly reconciliations for all balance sheet items (i.e. between General Ledger and sub-ledger) and submits to the immediate superior for review.
- Investigate any discrepancies and initiates verifications.
- Perform bank reconciliations on a monthly basis.
- Reconcile inventories from the store on a regular basis.
- Does back-ups of computerized information.

7. Support function

- Participate in the preparation of annual budgeting.
- Assist with human resource administration at the assigned plant, i.e. overtime recording, and handling other confidential documents/ information.
- Assist with or attend to any other duties as delegated by the line manager or indirect reporting superior.

PRIMARY FEATURES OF THE JOB

TYPICAL DECISIONS TAKEN : Incumbent works in a typically administrative role, however, may be expected to make valid interpretation of relevant legislation and policies.

Supervision Required : Incumbent functions under supervision. Daily and through weekly briefings and monthly progress reports.

Pressure of Work / Physical Effort : Medium, as the position is deadline bound on a weekly and monthly basis.

Working Conditions : 100% office.

- **APPLICATIONS:**

- Interested candidates meeting the minimum requirements are encouraged to submit their applications accompanied by a comprehensive CV and certified supporting documents to the following email address: hr@a26man.com.na
- Please note that only shortlisted candidates will be contacted.

- **CLOSING DATE OF APPLICATIONS:**

29 June 2025

