



JOB DESCRIPTION

Manager: Finance & Administration

Job Title:	Manager: Finance and Administration
Department/ Division/ Unit:	Office of the Managing Director
Duty Station:	Windhoek
Reports to Position:	Managing Director (MD)
Number of Direct Reports:	Five (5)

1. PRIMARY PURPOSE OF THE JOB:

To provide strategic leadership towards the Corporate Finance and related services, oversee and manage daily operations of the Finance & Accounts Office which includes Accounts, Payable, Accounts Receivable, Inventory Management, Budget, Financial Management, Procurement and other Finance & Accounts functions.

Ensure system security and operational integrity at all levels and Information Technology functions as well as the related administration of August 26 Manufacturing (Pty) Ltd. The incumbent is responsible to ensure an organizational environment that supports the business strategy, through strategic finance management, strategic development, and a best practice policy framework. The incumbent plays an integral role of providing business support to all departments in the organisation.

2. JOB SPECIFICATIONS:

Qualifications and experience required:

- A Bachelor's degree in the field of Finance and Accounting, Business Administration, Information Communication Technology, Financial Management related field e.g. Accounting, Finance, Commerce, or equivalent.
- Should be a holder of MBA/ACCA/ITC/CTA/CA.
- Inventory management, including stock reconciliation, cost management and control, and inventory valuation. Strong analytical skills are essential to ensure accurate financial reporting and effective inventory oversight.
- At least 5 years' experience in financial management, financial audits, procurement and administration.
- Experience with development of financial management guidelines and procedures
- A minimum of 6 years **relevant** working experience, of which a minimum 3

3. KNOWLEDGE AND SKILLS:

- Deep understanding of accounting principles (GAAP/IFRS), financial statements and reporting standards.
- Ability to analyze financial data, prepare reports, and conduct financial forecasts.
- Familiarity with Namibian tax laws, (e.g. Finance Act, Income Tax Act, VAT Act), the SOE Act, and other relevant regulations.
- Knowledge of international standards of auditing and corporate governance.
- Strong organizational and time management skills.
- Experience in developing and implementing finance and accounting policies and procedures.
- Excellent communication, interpersonal and leadership skills.
- Expertise in Microsoft Office applications (Excel, Word, Powerpoint).

Valid Driver's License and advanced ICT literacy, (i.e. MS Office Package proficiency, Pastel, ACCPAC)

4. KEY PERFORMANCE AREAS:

a) Strategic Leadership & Operational Management

- Benchmark best practices and research latest tendencies for the department.
- Participate in all activities regarding strategic planning by providing strategic planning inputs from a support perspective.
- Participate in management meetings and interacts with the MD in establishing and formulating broad policy frameworks for the department.
- Strategically guides the organization's Finance & Administration function by analysing its needs under changing conditions.
- Assist and advise the MD and senior management on the most appropriate functional and people management practices to achieve the required strategy.
- Develop systematic links between the Finance, IT & Administration functions and integrate the relevant management objectives with all other organizational functions.
- Develop and translate the departmental Strategic Plan into a Business Plan – for approval by the MD.
- Develop, implement, and maintain policies and procedures for the department.
- Guide departmental managers in translating policies (existing and new) into operational guidelines and procedures, ensuring that the full intent of the policies is brought to bear on the day-to-day routines and practices.

- Monitor and assess whether loopholes or disregard and negligence may be eroding control/loss prevention points; consults with department heads to take remedial action and follows through on assessing the impact thereof against previously measured faults and shortcomings.
- Ensure compliance with all relevant legislation, policies, and procedures.
- Ensure that relevant staff members are fully informed about changed and new policies, procedures, and guidelines.
- Ensure that all systems, hardware, network, and software are fully operational and cater for all needs.
- Advise management on the most appropriate corporate culture to achieve the required strategy.
- Responsible for all matters related to the operations and administration of the office.
- Ensures registration requirements are always kept current and files statutory returns and renewals.
- Manages office lease and all property management services to make sure it is current, and amendments are processed as required.

b) Financial Management

- Review August 26 Manufacturing (Pty) Ltd's accounting practices and ensures overall compliance with IFRS.
- Plan the implementation of systems, processes and controls, and coordinates these at both unit level and company level.
- Consolidate quarterly financial reports and prepares financial forecasts for review by the Managing Director.
- Ensure the compilation of and reviews the Company-wide budget. Submit this to the Managing Director for review and further action.
- Provide information and guidance with the compilation of departmental budgets to all departmental managers.
- Prepare and disseminate monthly, quarterly, half yearly and annually management accounts to units, and ensures that budget variances are controlled by all departmental managers.
- Review financial policies, systems, and procedures, and formulates changes and developments to enhance efficiency, security, and the availability of reliable information at all times.
- Ensure adherence to GAAP and IFRS, and consistency in the application of these and other principles.
- Ensure that respective staff members are fully informed about changed and new policies and all procedures and guidelines.

- Monitor and analyse the effectiveness of financial and accounting systems and processes throughout the Company, and continuously identifies problem areas.
- Review all statutory submissions (e.g. VAT returns, Social Security, Pension funds etc.) for accuracy and correctness.
- Develop and maintain processes for capital project identification, justification, selection, execution, and monitoring.
- Identify and implement measures to track the progress of capital projects, such as the construction and maintenance of office facilities (corporate and Company).
- Conduct annual, quarterly, monthly, and weekly financial projections and monitor company spending to manage cash flow efficiently.

c) Financial control

- Take all required steps to ensure that the general ledger integrity is maintained and that all reconciliations are properly done.
- Liaise with unit heads and provides guidelines and directives to ensure that financial processing deadlines are met.
- Review complex accounting entries (e.g. involving foreign exchange transactions) and provides advice to subordinates and colleagues.
- Scrutinise the company's cash flow on a regular basis and advise the Managing Director to ensure adequate cash balances.
- Monitor the performance of all external service providers (banks, external auditors, insurance brokers, etc.) and maintains sound business relations with such service providers, to ensure that the company gets the best service at the best cost.
- Review assets and liabilities and introduces such controls to ensure that working capital is optimally utilised.
- Develop a framework for the day-to-day control of all fixed and other assets in the Company (e.g. equipment, furniture, vehicles, software, etc.)

d) Financial statements (Preparation and reporting)

- Prepare financial statements on an annual basis in line with IFRS.
- Reviews and sign off all general ledger reconciliation accounts.
- Conduct spot checks to ensure that all accounting entries have proper supporting documentation and that the appropriate procedures have been complied with.
- Ensure that all files, registers and records for all accounting information are updated and maintained.
- Review monthly Payroll runs after input from the Human Resources Officer.
- Review the General Ledger Balance Sheet Control Accounts.
- Review the monthly Management Accounts as prepared by the Accountant.

e) Management accounting

- Set up the parameters for costing and required contributions to revenue.
- Guides the units on the implementation of costing parameters and monitors the implementation of such parameters.
- Determine parameters of returns for different service scenarios and evaluates the impact thereof on cost-effectiveness at both unit and Company level.
- Scan the external environment for best practices in the costing of services, benchmarks the Company's practices and reviews the sustainability for implementation.
- Formulate inventory management policies and procedures for approval to the board and any other management and financial policies and procedures applicable.
- Advise on potential areas of rationalisation (e.g. vehicle usage in hi-tech/low maintenance areas, outsourcing possibilities, materials usage parameters, etc.).
- Make recommendations to corporate management on major areas of concern or potential savings that cut across the Company.

f) Supply Chain/ Procurement and Tender Administration

- Continuously review the Company's procurement policies and procedures and updates as required.
- Develop and controls the procurement framework in which operational procurement staff can function. This includes addressing identified deficiencies and implementing improvements.
- Identify potential risk areas (e.g. supplier fraud, employee fraud, and internal / external fraudulent collaboration on supplies) and ensures the implementation of measures that will minimize risk - through the Procurement Officer.
- Conduct spot checks on transactions done to ensure full compliance of all staff members to the approved policies and tender procedures.
- Approve orders and ensures that such purchases comply with the procurement policy and procedures in all respects (i.e. tender procedures, delegation of authority, etc.).

g) Internal and External Audit

- Consult with and provide the required assistance to the internal auditors to ensure that the internal audit cycles are complete.
- Consult with and directs the external auditors to ensure that fiscal year audits are completed.
- Consult with external auditors on major areas of concern and takes appropriate action.
- Verify and sign off all relevant reconciliations and schedules.
- Review the comprehensive half-yearly and annual audit files as prepared by the Accountant.
- Implement audit recommendations.

h) Insurance and Claims

- Review the current insurance portfolio of the Company and identifies areas in which the existing cover is inadequate.
- Provide input (through relevant financial advice) into the negotiations regarding the terms and conditions of insurance.
- Ensure that the Company is appropriately insured with reputable insurance firms.
- Ensure that all assets of the Company are insured against all known business risks.
- Ensure all claims are submitted according to the terms and conditions of insurance agreement.

i) Information Communication Technology

- Provide input into the Company's strategic plan, through the development of a plan for ICT development in the Company.
- Initiate and develop feasibility studies on developments (e.g. trial runs of new software/hardware). Evaluate the feasibility study information and advises colleagues and the immediate superior accordingly.
- Provide advice on all relevant ICT risks/ opportunities and indicates these to the immediate superior on a regular and/or ad hoc basis or as requested. Also advise the immediate superior on the best action to be taken.
- Identify trends and developments in the field of IT in the industry that may impact on the way the Company operates.
- Identify shortcomings in existing ICT policies and formulate and recommend for approval proposals for policies / policy amendments.
- Submit all changed and new policies and procedures to the immediate superior for review and approval.
- Administer such policies when approved and establishes and administers procedures pertaining to the execution of all ICT related activities.
- Inform and advise all relevant staff members about changed and new policies and procedures/and guidelines.

j) Corporate and Administrative Services

- Responsible for carrying out analysis on complex resource management issues and initiatives that concern the organization, and prepare associated reports, correspondence, and submissions to senior management
- Direct, manage, and develop the capacity of administrative staff to guarantee smooth business operations and the provision of accurate and timely information
- Responsible for overseeing the formulation and implementation of plans, policies, and processes.

- Responsible for conducting administrative activities as required
- Responsible for coordinating aspects related to hiring commercial and residential facilities, lease management, and rental payment
- Undertake measures to tone down business risks associated with physical security, real estate matters, and other risk areas concerning the business
- Carry out audit and inspection to assess risks associated with the business
- Responsible for the implementation of a comprehensive corporate security policy.

k) People Management & Leadership

- Manage day-to-day activity, organize rosters and schedule tasks/activities that need to be undertaken.
- Oversee the functions and work delivery of all reporting staff.
- Monitor, manage and review performance of reporting staff.
- Provide relevant training and transfer of knowledge through on the job training, guidance, and coaching.
- Oversee the recruitment, motivation, and retention of high caliber staff within the existing framework of the law.
- Provide training/coaching to staff to enable them to competently carry out tasks required of them on Company
- Review the training and development needs of staff and implement development and growth initiatives as required and within the parameters of the performance management system.
- Discipline staff according to group policy and procedure, providing support and facilitating counselling where required.
- Instill the creation of a culture and platform for continuous learning and growth (innovation and creativity) in the August 26 Manufacturing (Pty) Ltd.
- Instill a service-oriented, value-adding work culture.
- Ensure the development of staff to their full potential.
- Ensure new staff are inducted and aware of company policies and are given role clarity.

5. PRIMARY FEATURES OF THE JOB

TYPICAL DECISIONS TAKEN: Advising on best practices in the costing of services, advising on budget re-allocation and advising on sound financial policies and procedures, people management and leadership. Judgment regarding content for submission for various policies & procedures and best practice. Advice/ input on interpretation of various policies & procedures, other typical management decisions.

Supervision Required: Fairly independent. Supervision through weekly briefings and monthly progress reports and/ or as required. Should be able to function independently.

APPLICATIONS:

- Interested candidates who meet the requirements are invited to submit a Letter of application, Curriculum Vitae and certified copies to the following email address: hr@a26man.com.na
- Please note that only shortlisted candidates will be contacted.

CLOSING DATE OF APPLICATIONS:

31 July 2025