

## JOB DESCRIPTION

- Job title:** Finance and Administration Officer (FAO)
- Reporting to:** Programmes Manager
- Job purpose:** Responsible for the financial management and administrative processes and systems for Health Poverty Action in Namibia.

### INTRODUCTION

Health Poverty Action: - “We act in solidarity with health workers, activists and communities worldwide to improve health and challenge the causes of poverty”. Health Poverty Action started working in Namibia in 1997. In keeping with our mission of reaching the most marginalised, we have delivered a number of successful health projects in the Tsumkwe District and Omaheke Region. Our work in Namibia is innovative using our understanding of local culture and norms to adapt tried and tested models to the Namibia and San ethnic group context.

### MAIN RESPONSIBILITIES OF THE POST

- Manage the overall finances and accounts of HPA in Namibia.
  - Manage all financial reporting deliverables and deadlines including internal and external audits.
  - Implement and maintain an effective financial management and project finance system including appropriate internal controls, policies and procedures.
  - Ensure compliance with local laws and regulations and organization policy and procedure.
  - Produce management reports to enable budgetary oversight and strategic planning and assist with donor financial reporting.
1. Financial accounting and management
    - Work with Programme Finance Officer, based at Head Office – London- to set up chart of accounts and finance systems for projects in Namibia ensuring they meet HPA and Donor requirements.
    - Record all project expenditure and income using Iplacit Cloud Accounting software. Produce and analyse monthly budget vs actual reports and seek explanations for variances from programme colleagues, and make recommendations where appropriate to avoid high variances.
    - Ensure cash flow is well managed and that transfer requests are submitted to the HPA London office or in-country donor in sufficient time.
    - Oversee the procurement of goods and services (requesting and reviewing quotes / bids, etc.) in accordance to HPA’s procurement manual.
    - Initiate payments in a timely manner by ensuring the coding, authorization and payment details are correct for all payments.
    - Manage all bank accounts and conduct monthly reconciliations.
  2. Financial Reporting and audits
    - Manage the month and year end reporting process ensuring that all required reports are submitted to the HPA London office in a timely manner to enable management to have an overview of the financial position of the office.
    - Assist in the preparation of financial information for donor reports including providing supporting documentation as and when required.

- Manage all internal and external audit engagements including liaising with audit staff, agreeing audit timetables, preparing required documentation and answering all audit queries on a timely basis. Maintain records of all audit reports and management letters and prepare action plans to implement audit recommendations. Ensure that all recommendations and changes are fully implemented and report to London on any outstanding actions on a periodic basis.
- Manage any financial audits conducted over partner organizations including agreeing audit objectives, timetable and deliverables, and ensuring any findings are appropriately monitored and resolved. Implement and maintain an effective filing system to ensure that all financial and administrative records are easily accessible and readily available.

### 3. Financial Administration

- Maintain and update asset registers (organizational and donor specific) on a regular basis.
- Oversee the proper implementation of internal systems like logbooks, vehicle usage, etc and ensuring finances are managed in accordance with organizational policy and procedure.
- Identify, assess, monitor and mitigate financial risks for HPA in Namibia on an on-going basis ensuring all high-rated risks are appropriately escalated to management and appropriate actions are implemented to mitigate risks where possible.
- Manage the monthly payroll process including the calculation of all local benefits and taxes. Ensure salaries, Income Tax and Social Security Contributions are paid on a timely basis with appropriate supporting documentation.

### 4. Compliance

- a. Ensure HPA in Namibia complies with all Namibian laws and regulations (related to financial management and administration) including, but not limited to, tax legislation.
- b. Ensure HPA in Namibia complies with all donor requirements relating to financial, administrative and logistical tasks as stated in donor contracts and agreements.
- c. Establish and maintain effective procedures and systems for financial management to ensure compliance with HPA and donor requirements. Ensure colleagues are well-informed on financial practices as per organizational policy and procedure.
- d. Ensure appropriate policies and procedures are in place through consultation with the Programmes Finance Officer - London, and that the Finance Manual is updated when needed. Contribute to the update of Procurement Manual and the Organisation's Operations Manual as and when needed.

### 5. Budgeting

- Support and train colleagues on the budgeting, forecasting and financial management processes as required, liaising with Programme Manager, project managers, UK staff and Africa Regional Office staff to ensure that procedures are understood and timetables communicated.
- Support programme staff in the production of project budgets and proposals, advising on assumptions, risks and opportunities contained within the budgets.
- Lead on the production of an annual country budget and track expenditure against the budget.

### 6. Other

- Represent HPA at relevant external finance meetings and maintain good working relationships with selected government/private agencies and key business associates as required.
- To cover for the Programme Manager when s/he is out of office.

## **PERSON SPECIFICATION**

### **Essential**

- Experience and knowledge of transparent procurement practices to reduce risk of fraud and corruption.
- Experienced in external and internal audit processes.
- Strong attention to detail.
- Organised, methodical and able to work to deadlines under pressure.
- Knowledge and experience of accounting software like QuickBooks, SUN Systems, Sage line etc. is essential.
- Good Excel and analytical skills and an ability to synthesize financial information clearly and concisely to a diverse audience.
- Excellent networking skills and an ability to forge strong working relationships.
- Demonstrable experience in carrying out administration duties efficiently.
- Good knowledge and experience of Namibian laws and procedures linked to financial management, payroll and tax.
- Able to work effectively with limited resources and independently, including managing working relationships remotely.
- Excellent communication skills including online conferencing and email and discuss finance with non-finance staff in simple everyday language.
- Preparedness to frequently travel to project sites nationally.
- Preparedness to travel nationally to project areas as needed.

### **Desirable**

- Tertiary qualification from a recognised in accountancy or finance or minimum of 5 years practical accounting experience in an INGO environment
- Experience of international NGO finance, including knowledge of international institutional donors (eg UKAID, European Commission, USAID, UN bodies, GIZ etc).

## **TERMS AND CONDITIONS**

### **Salary**

Annual salary Gross salary package N\$ 180,766 per annum

### **Contract Length**

Up to August 31 2022 with the possibility of extension

### **Hours**

Full-time – 40 hours per week (Candidates should be flexible to work over week-ends and after office hours as needed)

### **Holidays**

24 working days holiday a year (to be pro rata for length of contract – depending upon date of appointment)

**Location**

Currently, the arrangement for this post will be working from home preferably someone based in Gobabis town. National travel to Tsumkwe District and Omaheke Region required from time to time.

**Diversity**

At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with.

**Safeguarding**

This position may involve travel to programme locations and therefore you may come into contact with vulnerable children and adults. Health Poverty Action recognises that all adults and children have equal rights to protection from abuse and exploitation. Health Poverty Action condemns exploitation and inappropriate behavior, and is committed to taking action for the protection of programme participants. You will be asked to work in accordance to our safeguarding policies and Code of Conduct to ensure the safety of all our staff and project participants at all times.