

# FINANCE & HR OFFICER

## Specs

Job Title: Finance & HR Officer  
Reports to: Head of Finance & HR  
Location: Windhoek  
Job Level: Officer

## Primary Purpose of the Role

The Finance & HR Officer is responsible for supporting the day-to-day financial and HR operations of the organization. This includes maintaining financial records, processing payments, assisting in payroll, recruitment support, and ensuring compliance with internal policies and legal requirements.

## Key Responsibilities

### Finance Support

- Assist with processing payments, staff advances, and reimbursements.
- Maintain accurate and up-to-date financial records and supporting documents.
- Assist with monthly bank reconciliations and petty cash management.
- Support the preparation of financial reports for management and donors.
- Assist in the filing and archiving of financial documents.
- Support audit processes by preparing and organizing supporting documentation.

### HR Support

- Assist in recruitment processes including job postings, scheduling interviews, and reference checks.
- Maintain and update employee records (contracts, timesheets, leave records, etc.).
- Support the onboarding and offboarding process of staff.
- Assist in tracking staff leave and absences.
- Support the payroll process by preparing necessary documentation and data.
- Help ensure compliance with labor laws and HR policies.

### Qualifications & Experience

- Diploma or degree in Finance, Accounting, HR Management, or related field.
- Minimum 2 years of experience in a similar role, preferably in a non-profit environment.
- Proficiency in Computerized accounting software preferably Sage Online & HR Software.
- Proficiency in MS Office (Excel, Word)
- Knowledge of financial and labor regulations in Namibia.
- Strong organizational skills and attention to detail.
- Ability to handle sensitive information with confidentiality

### Competencies

- Strong communication and interpersonal skills.
- High level of integrity and professionalism.
- Ability to work independently and as part of a team.
- Flexibility and willingness to learn and take on new tasks.

