



Vacancy Announcement:

1x Accountant: Ondangwa

Position title: Accountant

Reporting to: Regional Manager and National Accountant

Closing date: 22 July 2025

Job Purpose:

The accountant is responsible for controlling and overseeing all financial operations and financial administration activities at the SOS Children's Village Program Location. This includes ensuring strict adherence to organizational financial policies, procedures, and compliance frameworks. The incumbent will be responsible for receiving and processing payments, tracking donations and expenditures, maintaining accurate financial records, processing the general ledger, reconciling accounts, controlling cash and bank transactions, and preparing **timely** and **accurate** financial reports in line with the SOS financial policies and procedures, Donor compliance requirements and the Namibian Statutory obligations.

The accountant is responsible for maintaining timely and accurate financial information and records at the program office level in compliance with SOS Children's Villages Namibia's financial policies, donor compliance regulations, and the Namibian statutory obligations. The role supports effective budget execution, ensures optimal asset utilization, robust risk mitigation and internal controls, supervision of the financial and logistical operations of the program location, and facilitates the smooth running of support services within the Program Location.

This position functionally reports to the National Accountant for functional support and guidance on financial compliance and reporting under the leadership and direction of the Director Finance and Administration. This position administratively reports to the Regional Manager as the immediate line manager for day-to-day operational oversight.

1. KEY RESPONSIBILITIES

1.1. Financial Control & Compliance

- a) Implement and uphold SOS CV Finance policies, internal controls, and audit recommendations.
- b) Control program-level budgets, assist in forecasting, track actual vs. planned expenditures and provide variance reporting.
- c) Process, review and post all accounting data transactions in compliance with internal controls and financial procedures



- d) Review and process payment and disbursement requests ensuring timeliness, completeness and compliance with internal controls and financial procedures.
- e) Maintain accurate cashbooks, journals, and ledgers in the approved financial systems.
- f) Perform monthly bank reconciliations, petty cash reconciliations and cash counts, and

1.2. Budgeting & Budget Control

- a) Assist Regional Manager and relevant project staff with the development of annual and program budgets.
- b) Monitor actual expenditures against budget, flag variances, and provide monthly financial performance updates.
- c) Ensure budget allocations are properly adhered to in line with approved budget frameworks, donor requirements and organizational policies.

1.3. Reporting & Documentation

- a) Prepare monthly, quarterly and annual reports and submit to National Finance office.
- b) Maintain a clear audit trail with all source documents and vouchers, properly filed and stored in a safe, secure and retrievable manner.
- c) Keep updated records of income, expenditures, vouchers, donations, and grant allocations.

1.4. Donor Compliance & Audit Support

- a) Ensure financial documentation is complete and audit ready.
- b) Support internal and external audits, including donor audits, through provision of accurate financial data and supporting documentation.
- c) Maintain donor financial records in line with grant/partnership agreements and reporting schedules.

1.5. Cash and Asset Control

- a) Oversee and maintain updated fixed asset registers at the location.
- b) Assist with periodic physical inventory and asset verification.
- c) Oversee the safe custody and proper utilization of petty cash and banking operations in accordance with SOS finance policies and procedures.
- d) Monitor program office cash flow and prepare timely cash requests to National Office.
- e) Ensure accuracy of allocation of donor fund to designated expenditure
- f) Ensure reconciliation of all work advances (including travel claims and household allowances)
- g) Administer donations-in-kind, including valuation, recording, storage, and disposals.

1.6. Program Support and Coordination

- a) Collaborate closely with the Regional Manager and Program Units to ensure financial and administrative support is responsive to programmatic needs.
- b) Support audit processes, internal reviews, and donor compliance checks.



- c) Provide financial guidance and training to non-finance program office staff on financial procedures, procurement, and compliance.
- d) Support the implementation of financial systems and internal controls at the program location
- e) Identify training needs and support skill development among finance and non-finance colleagues.
- f) Participate in timely performance appraisals, including probation reviews and annual assessments.

1.7. Logistics and Procurement Coordination

- a) Act as an advisory member of the procurement committee, ensuring compliance with policies.
- b) Oversee fuel usage, servicing schedules, and vehicle logbook administration.
- c) Monitor inventory and assets, ensuring maintenance and insurance are up to date.
- d) Coordinate general services: utilities, repairs, cleanliness of admin facilities, etc.

2. QUALIFICATIONS & EXPERIENCE

- a) Grade 12 Certificate with commerce subjects
- b) Minimum bachelor's degree in accounting and finance - NQF level 7 or equivalent.
- c) Minimum 3 years of relevant experience in a financial accounting environment.
- d) Specific experience in NGO or donor-funded settings is advantageous.
- e) Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, PowerBi).
- f) Strong experience with ERP systems and accounting software is advantageous (e.g. Microsoft Dynamics 365, Microsoft Navision, Pastel, QuickBooks, or similar)
- g) Demonstrated knowledge and understanding of International Accounting Standards, Namibian tax laws and financial regulations is a prerequisite.

3. COMPETENCIES & PERSONAL ATTRIBUTES

- a) High integrity and confidentiality
- b) Strong organizational and time-management skills
- c) Detail-oriented and Analytical thinking
- d) Numerical Proficiency
- e) Effective communication and report writing skills
- f) Ability to work independently and part of a team
- g) Ability to work under pressure and meet deadlines
- h) Commitment to the mission and values of SOS Children's Villages.

4. WORKING RELATIONSHIPS AND FEEDBACK LOOP

4.1. Internal:

- a) Regional Manager,
- b) National Accountant,
- c) Director Finance & Administration,
- d) Human Resource & OD Officer,
- e) Program Staff,
- f) National Director,
- g) SOS Program Beneficiaries
- h) SOS Program Participants



4.2 External:

- a) Auditors,
- b) Vendors,
- c) Banks and Financial Institutions,
- d) Donors and Funding Partners,
- e) Community Stakeholders,

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to the candidates' ability to perform the duties of the post, the selection process will also delve into the candidate's motivation and approach towards safeguarding.

How to apply:

SOS Children's Villages Namibia is an equal opportunity employer, and we encourage applications from candidates of all backgrounds to apply. To apply, please send your updated CV with three contactable references, supporting documents and a cover letter (**merged**) to recruitment.hr@sos-namibia.org before **22 July 2025**.

SOS Children's Villages has zero tolerance either for sexual exploitation, harassment, and abuse nor for fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children's Villages complies with all applicable laws governing non-discrimination in employment.

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