

Finance Officer - Windhoek

A vacancy exists for a Finance Officer, reporting to the Manager: Finance and Administration at The Rössing Foundation. The successful candidate will be responsible to administer all processes with regards to the budget, financial reporting and ensure that all financial transactions are conducted within the parameters of relevant statutes, policies and procedures of The Rössing Foundation.

Key performance areas

- Manage and provide support to the finance department with the payroll system, cost journals / comparison outstanding balances and General ledger / package calculations.
- Ensure the execution of timely, correct and accurate payment of all employees and clients consistent with applicable legislation, policies and accounting principles and controls.
- Oversee completion of documents and forms when necessary and update personal, postal and residential addresses of employees.
- Monitor and analyze the finance department's work and develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Compile and motivate the annual budget and submit it for approval to the Manager: Administration and Finance and provide inputs regarding additional funds required, funding proposals, and budget variances.
- Provide quality secretarial, clerical, administrative, and project-related support to the Manager: Administration and Finance, with a high level of confidentiality.
- Establish a suitable record system/database; maintain comprehensive and accurate records and database systems and look for ways to improve current systems.

Minimum requirements

- A recognized Bachelor's degree in Accounting or Finance or a related field; (NQF7).
- Five (5) years of relevant working experience in a Financial environment or field.

Core Competencies

- Financial analysis and interpretation.
- Microsoft Office Suite.
- Administrative procedures.
- Payroll administration.
- Auditing Procedures.
- Report Writing Skills.
- Verbal Communication.

To apply

- Please submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for to e-mail: hr@rf.org.na

Preference is given to candidates from designated groups in line with Company policy on employment equity.

Application closing date – 25 July 2025