

Manager: Finance and Administration - Windhoek

A vacancy exists for a Manager: Finance and Administration, reporting to the Executive Director at The Rössing Foundation. The successful candidate will be responsible for optimally managing all financial resources and assets, and the administrative function, of The Rössing Foundation.

Key performance areas

- Recommending and implementing the approved financial policies that govern the various major work processes within Rössing Foundation.
- Coordinating the development of the annual financial report and liaising with auditors on specific areas that are problematic and ensuring internal rectification.
- Performing financial analysis and Financial Model Development for decision-making and overseeing all financial directives (procedures and instructions).
- Ensuring compliance with regulations, and supporting the administration and overall organizational efficiency and effectiveness.
- Managing budgets and their credibility and ensuring timely predictions of monthly, quarterly, and annual results. Prepare financial proposals for external resource mobilization.
- Performing financial reporting to donors and stakeholders.

Minimum requirements

- A recognized Bachelor's degree in Accounting / Business Management / Commerce or a related field;
- A master's degree in any of the specified fields would be a distinct advantage.
- Registration as a CA or CIMA will be an advantage;
- Eight (8) years of relevant working experience of which four (4) years at the middle-management level.
- Previous working experience with donor agencies and/ or in the social enterprise sector will be an advantage.

Core Competencies

- Financial modelling, analysis and interpretation.
- Organizational skills
- International Financial Reporting Standards.
- Deductive and Inductive Reasoning.
- Detail consciousness and report writing skills.
- Verbal Communication.
- Auditing procedures and financial regulations.

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 the Foundation's policy on employment equity.

Application closing date – 25 July 2025