



## VACANCY

**Manager: Finance and HR**

**Grading: D3**

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### About the Payments Association of Namibia (PAN)

PAN is the leading self-regulatory body for the Namibian payment industry. We foster collaboration among industry players, support policy development, and ensure alignment with international standards for a secure, efficient, and reliable payment system.

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### About the Role

PAN seeks a results-driven and strategic leader to join as **Manager: Finance and HR**. This dual-role position oversees the financial strategy and human resources management of the Association. The incumbent will lead budgeting, payroll, HR compliance, policy development, and ensure alignment with PAN's strategic direction and organizational culture.

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### Key Responsibilities

- Develop and implement financial strategies, policies, and procedures.
- Oversee compliance with IFRS and other relevant accounting standards.
- Manage organizational budgeting, reporting, audits, and controls.
- Supervise payroll, staff development plans (PDPs), and training.
- Review and update HR policies; ensure Labour Act compliance.
- Promote a positive and productive company culture through wellness initiatives.
- Provide strategic HR and financial leadership across departments.
- Lead IT infrastructure and strategy to support operations.
- Mentor and manage the Finance and HR team, including HR and finance officers.

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### **Minimum Requirements**

- Honours Degree in Accounting or Business-related field (Master's and HR qualifications are advantageous).
- Minimum of 7 years' relevant experience, including 3 years in a managerial role.
- Strong accounting, HR, and leadership skills.
- Knowledge of the National Payment System and financial regulations.
- Excellent communication, integrity, professionalism, and attention to detail.

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### **Application Procedure**

Apply online via [www.jobopportunities.net](http://www.jobopportunities.net) with your:

- Cover Letter
- Detailed CV
- Certified Qualifications

**Deadline:** 11 August 2025 @ 7:00PM