



# ONGAVA

GAME RESERVE

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## CAREER OPPORTUNITY

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### **Job Title: Financial Manager** **Department: Finance**

The Financial Manager is responsible for overseeing the financial management, reporting, and compliance functions of the organisation. The role provides analytical and strategic support to senior management, ensuring that all financial decisions are based on accurate data and sound fiscal analysis.

The Financial Manager plays a key role in supporting the group's strategic objectives through effective budgeting, performance analysis, and implementation of robust internal controls.

**Location:** Windhoek office – Ongava Game Reserve

**Reports To:** Chief Financial Officer (CFO)

**Employment Type:** Full-time

**The responsibilities of this position include but are not limited to, the following:**

#### **Duties and Responsibilities:**

- Prepare monthly analyses of cost of goods sold and operational expenses against prior year and budget.
- Analyse financial performance against key business metrics and provide insights to management.
- Identify and investigate operational variances and recommend corrective actions.
- Prepare and present monthly consolidated management accounts and commentary.
- Review and report on management accounts, variance analysis, and key financial ratios.
- Prepare reports for management committees and quarterly board meetings.
- Prepare annual budgets and forecasts for all group entities.
- Monitor actual performance against budget and forecast, providing detailed variance analysis.
- Identify trends, risks, and opportunities to inform management decisions.
- Ensure that all group financial transactions are recorded in compliance with IFRS, tax, and other statutory requirements.
- Oversee the management and supervision of the accounting function.
- Maintain and strengthen internal control systems and financial policies.
- Ensure accurate and timely submission of all tax and regulatory returns, including VAT, provisional tax, and annual submissions.
- Support interim and year-end audit processes, ensuring compliance and accuracy.
- Manage and supervise finance staff, ensuring high performance and accountability.
- Provide coaching, guidance, and performance feedback to promote professional growth.
- Foster collaboration and effective communication within the finance team and across departments.
- Oversee cash flow management, working capital, and liquidity to ensure financial stability.
- Manage relationships with banks, insurers, financiers, and other key stakeholders.
- Monitor capital expenditure and fixed asset management across the group.
- Maintain constructive relationships with auditors, legal advisors, and other external stakeholders.
- Support company secretarial duties in line with governance requirements.
- Ensure accurate and timely communication of financial performance to senior management and the board.

#### **Qualifications and Experience:**

- Bachelor's degree in accounting, finance, or a related field.
- Professional accounting qualification (Honours degree, CPA, ACCA, or equivalent) preferred.
- Minimum of five years' experience in financial management or senior accounting roles.
- Strong knowledge of IFRS, taxation, and regulatory compliance.
- Experience with financial reporting systems and enterprise resource planning (ERP) tools. (Cimso Inkkeeper will be an advantage)

**Skills and competencies:**

- Advanced proficiency in Microsoft Excel, including pivot tables and lookups.
- Proficiency in Microsoft Word, Outlook, and PowerPoint.
- Strong analytical and organisational skills.
- Excellent verbal and written communication skills.
- Ability to work collaboratively and maintain professionalism under pressure.
- High integrity, accuracy, and attention to detail.
- Self-motivated and eager to learn new systems and concepts.

**Organisational alignment**

The Financial Manager ensures the integrity, transparency, and sustainability of the organisation's financial operations. This role directly contributes to effective decision-making, operational efficiency, and the achievement of the company's strategic and conservation objectives.

**How to Apply:**

Interested candidates who meet the above application criteria are requested to apply for this vacancy by sending an updated CV, motivational letter, qualifications to [apply@ongava.com](mailto:apply@ongava.com)

**Closing date: 11 December 2025 (only shortlisted candidates shall be contacted)**

**For any enquiries, please contact +264 (0) 83 370 9775**

Ongava Game Reserve (Pty) Ltd is an Equal Opportunity Employer.

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