



VACANCY

Manager: Finance and Business Services

Grading: D3

About the Role

The Payments Association of Namibia (PAN) invites suitably qualified and experienced candidates to apply for the position of **Manager: Finance and Business Services**.

This strategic leadership role is responsible for financial management, HR oversight, and coordination of IT operations to ensure organisational sustainability, compliance, and operational excellence.

The successful candidate will work closely with the CEO to drive strategic planning, develop robust systems, and ensure effective governance across the Finance and HR functions.

Key Responsibilities

Financial Management

- Develop and implement PAN's financial strategy, policies, and procedures.
- Review organisational accounting practices and ensure compliance with IFRS.
- Plan and coordinate financial systems, processes, and internal controls.
- Develop, manage, and present financial reports.
- Compile and manage the organisation-wide budget.
- Formulate updates to financial policies and procedures for Management Board approval.
- Ensure adherence to all relevant regulations, standards, and accounting policies.
- Facilitate effective independent audit functions and ensure implementation of audit recommendations.
- Communicate financial policy and procedural changes to all employees.

HR Management & Payroll

- Oversee employee performance, workplace culture, and overall organisational climate.
- Ensure implementation and monitoring of staff Personal Development Plans (PDPs).
- Lead recruitment, onboarding, and training processes.
- Develop, update, and enforce HR-related policies.
- Maintain positive industrial relations aligned with the Labour Act.
- Oversee wellness initiatives to support a healthy work environment.
- Ensure accurate and timely payroll processing and monthly leave reporting.

Strategic Management

- Develop KPIs and metrics supporting PAN's strategic direction.
- Participate in organisational strategic planning and support tactical initiatives.
- Provide HR strategic guidance across the organisation.
- Oversee the implementation of the strategic business plan.
- Support the CEO in driving strategic direction and communication.
- Supervise the HR Business Partner, Finance Officer, and Utility Officer.

Information Technology

- Ensure effective communication and timely resolution of IT issues.
- Drive IT infrastructure strategies, architecture, and process improvements.
- Monitor IT system performance and recommend cost- and productivity-enhancing improvements.

Leadership

- Lead, mentor, and manage staff within the Finance and Business Services department.
 - Participate in Management Committee meetings and fulfil related responsibilities.
 - Manage staff performance and identify improvement opportunities.
 - Oversee PDP implementation and training interventions.
 - Strengthen departmental effectiveness and capability through continuous improvement initiatives.
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Minimum Requirements

- Honours Degree in Accounting or a Business-related field (NQF 8).
 - A Master's degree in Finance or a Business-related field is an added advantage.
 - A postgraduate qualification in Human Resources is an added advantage.
 - Seven (7) years' relevant experience, of which three (3) years must be at managerial level.
 - Advanced knowledge of accounting systems, financial regulations, ICT literacy, and HR practices.
 - Strong leadership, communication, analytical, and financial management skills.
 - High levels of professionalism, integrity, attention to detail, and assertiveness.
 - Knowledge of the National Payment System (NPS) is an advantage.
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Application Procedure

Submit applications via www.jobopportunities.net, including:

- Cover Letter
- Detailed CV
- Certified Qualifications

Deadline: 5 December 2025 @ 7:00PM