

JOB DESCRIPTION

POSITION: SENIOR ACCOUNTANT
REPORTS TO: FINANCE DIRECTOR
EMPLOYER: ONE ECONOMY FOUNDATION
JOB GRADE: C4
DUTY STATION: WINDHOEK, KHOMAS REGION
NUMBER OF DIRECT REPORTS: 2
NUMBER OF INDIRECT REPORTS: NONE

1. JOB SUMMARY

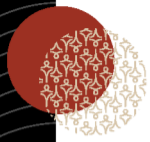
To provide technically sound financial management, supervision, and control across the organisation's donor-funded and operational accounts. The role operates with a high level of professional judgement within established financial policies, legislation, and donor requirements, and provides advisory and control support to the Finance Director to ensure financial integrity, compliance, and sustainability.

2. KEY PERFORMANCE INDICATORS

No.	Output	Key Task
1.	Budget Management and Donor Financial Oversight	<ul style="list-style-type: none"> • Manage approved donor and operational budgets, ensuring expenditure remains within approved limits and aligned to programme deliverables. • Prepare and analyse monthly budget variance reports, identifying material deviations and drafting budget redirection recommendations for review and approval. • Engage monthly with organisational pillars to review budget performance, clarify financial queries, and support informed financial decision-making. • Contribute technical input to the annual budgeting process, including cost projections, assumptions, and sustainability considerations.
2.	Sustainability Pricing, Costing and Invoicing	<ul style="list-style-type: none"> • Perform pricing and costing reviews for sustainability initiatives and rental arrangements, ensuring cost recovery and financial viability. • Prepare and issue invoices and quotations timeously and follow up on outstanding balances. • Maintain accurate billing and debtor records.



3.	Month-End Accounting and Reconciliations	<ul style="list-style-type: none"> • Perform and complete all balance sheet reconciliations by the 7th working day of each month. • Investigate and resolve reconciling items, escalating material issues with supporting analysis. • Ensure all accounts are accurate, supported, and ready for Management review.
4.	Payments Review and Bank Account Oversight	<ul style="list-style-type: none"> • Review payment requests for completeness, compliance, and correct budget allocation prior to approval. • Conduct weekly oversight reviews of bank account processing to ensure accuracy and completeness of financial records.
5.	Payroll Processing and Statutory Compliance	<ul style="list-style-type: none"> • Process monthly payroll, ensure accurate salary uploads, and maintain updated payroll records. • Prepare and submit statutory returns, including PAYE, SSC, Pension Fund, and VAT (where applicable), within legal deadlines. • Maintain organisational compliance documentation, including good standing certificates. • Ensure personnel and payroll records are safely maintained in line with record-keeping policies.
6.	Team Supervision and Capacity Building	<ul style="list-style-type: none"> • Supervise the daily work of subordinates. • Review work outputs for accuracy and compliance. • Provide coaching, guidance, and on-the-job training to build team capacity.
7.	Financial Policies, Risk and Governance	<ul style="list-style-type: none"> • Review and update financial policies and procedures to ensure relevance and compliance. • Maintain the finance risk register, ensuring risks are identified, assessed, and mitigated. • Maintain statutory, secretarial, and governance records, including board resolutions and compliance documentation.
8.	Audit, Events and Donor Reporting	<ul style="list-style-type: none"> • Support external audits through preparation of schedules, reconciliations, and audit documentation. • Liaise with auditors and resolve audit queries efficiently. • Provide financial support for special events (e.g. annual Fundraiser), including reconciliations and reporting. <p>Prepare accurate and compliant donor financial reports in line with funder requirements and reporting timelines.</p>



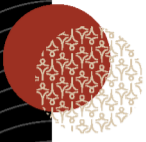
9.	Ethical Practice and Professional Conduct	<ul style="list-style-type: none"> • Maintain confidentiality when handling client and organisational information. • Demonstrate ethical behaviour, professionalism, and respect toward youth, staff, and stakeholders. • Apply a youth-friendly and non-judgemental approach in all interactions. • Adheres to all relevant requirements, policies, procedures and legal regulations pertaining to health, safety, quality, as well as finance, human resources, and any other regulations as required by the company and relevant to the level of the role and responsibilities of the function.
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3. CORE COMPETENCIES AND KNOWLEDGE

Competencies	Knowledge
<ul style="list-style-type: none"> • Strong technical accounting skills and financial control knowledge. • High attention to detail and accuracy. • Analytical and problem-solving ability. • Supervisory and coaching capability. • Strong written and verbal communication skills. 	<ul style="list-style-type: none"> • Proficient in Microsoft Office and Pastel Accounting Software. • Working knowledge of Namibian tax legislation (PAYE, SSC, VAT).

4. QUALIFICATIONS AND EXPERIENCE

Requirements
<p>Qualifications:</p> <ul style="list-style-type: none"> • Degree in Finance, Accounting, or related field. <p>Experience:</p> <ul style="list-style-type: none"> • 3 years' experience in full-function accounting environment. • Proven experience in payroll processing, statutory submissions, and month-end closing.



5. CONDUCT

The employee should abide by and uphold the Company's "Code of Conduct" and values both inside and outside the Company.

6. GENERAL

The employee must be willing to do any other reasonable and lawful duties delegated by his/her manager and must be carried out correct and on time.

One Economy Foundation is an equal opportunity employer and invites suitably qualified persons to submit their applications to **vacancies@1economy.org** and include **Senior Accountant in the email subject**. Please ensure that you attach a comprehensive curriculum vitae, certified proof of qualifications and all relevant documentation.

Please submit your applications on or before the closing date of **12 May 2026**.

Only shortlisted candidates will be contacted. All foreign qualifications must be evaluated by NQA (Namibia Qualifications Authority).

Supervisor/Manager's Signature

I have reviewed this Job Description and confirmed that it is a correct and completed representation of the position.

Full Name

Signature

Date

Employee's Signature

I have reviewed this Job Description and confirmed that it is a correct and completed representation of the position.

Full Name

Signature

Date



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DIRECTORS

M Geingos • S Lombaard • K Ndilula • E Khoaseb • F Mukungu • V Theron • M Kapukare