

VACANCY



Environmental Investment Fund
of Namibia | ensuring sustainability

FINANCE MANAGER: PROJECTS | D2 Permanent

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. positions.

MAIN RESPONSIBILITIES

- Oversee preparation and consolidation of monthly, quarterly, and annual financial reports in line with IFRS, IFRS for SMEs, and donor requirements.
- Lead preparation of annual budgets, forecasts, and medium- to long-term financial plans aligned with EIF's strategic objectives.
- Oversee treasury function, including liquidity and cash flow management for all projects.
- Ensure compliance with EIF financial management systems and donor regulations.
- Review monthly loan repayments on AccZone loan management system.
- Review fixed assets captured on the Fixed Asset Register.
- Review monthly salary file for completeness, validity, and accuracy; upload to bank.
- Provide input and develop budget in consultation with CFO during annual work plan meetings.
- Ensure completion of year-end journals and final trial balance; resolve audit queries.
- Provide mentorship, direction, and performance management to Financial Accountant and Management Accountant.
- Partner with management to assess financial implications of projects, programs, and investment opportunities.
- Support cost optimisation, resource allocation, and value-for-money initiatives.
- Provide all supporting information for annual audit and liaise with external auditors.
- Ensure approved budgets are input into Sage X3 budget ledger in a timely manner to facilitate monitoring.
- Perform reconciliations between Fixed Asset Register and General Ledger monthly.
- Provide administrative oversight on grant recipients in line with EIF Act and operations manuals.
- Act as authorised bank signatory; review and approve payments in line with delegated authority

QUALIFICATIONS & EXPERIENCE

- NQF Level 8: Bachelor's degree in accounting / finance or a related field. A Master's degree is advantageous.
- Minimum of 8 years' working experience in accounting and finance in a similar environment, of which at least 3 years in a supervisory or managerial capacity.
- Strong experience in financial planning, budgeting, reporting, and analysis. Exposure to project accounting is a distinct advantage. Professional accounting qualification (CA, CPA, ACCA, or CIMA) is advantageous.

All applications should comprise of a **cover letter**, **recent CV**, and **certified copies of qualifications** must be sent to recruitment@eif.org.na

NO HAND DELIVERIES, ELECTRONIC SUBMISSIONS ONLY.

All applications should be directed to:

Mr. Mattie Otto
Manager: Human Capital
recruitment@eif.org.na

DUE DATE: 29 MAY 2026