



VACANCY

MANAGER: CORPORATE FINANCE, GRADE D2
(Windhoek, Namibia)

ABOUT THE NCRST:

The National Commission on Research, Science and Technology (NCRST) is a State-Owned Enterprise established in terms of section 4 of the Research, Science and Technology Act, 2004 (Act no. 23 of 2004) with a primary role of promotion, coordination and development of Research, Science, Technology and Innovation in Namibia.

The NCRST hereby invites applications from suitably qualified individuals to apply for the following position:

POSITION: MANAGER: CORPORATE FINANCE

JOB PURPOSE:

The primary function of this position includes, but not limited to developing, managing, and establishing the framework for the management of assets and cost in order to continuously monitor spending patterns, variances, ratios, and budgeting approaches and recommend and implement improvements in resource utilization; enforce uniformity, standardization and corporate governance principles, enable efficient consolidation of financials; guide and coach colleagues and general managers in best financial practices so that legal accountability is ensured; produce, analyze and report/advise on monthly & annual consolidated financial statements and optimize financial resources (loans, assets, insurance, and cash flow) at organisational level.

KEY PERFORMANCE AREAS:

1. Financial management

- Reviews the organisation's accounting practices and ensures overall compliance of all accounting practices to IFRS. Also ensures overall financial policy compliance and the implementation of controls in the organisation.
- Plans the implementation of systems, processes and controls, and coordinates these at both unit level and company level.
- Ensures that financial statements are prepared and ready for annual external audit.
- Completes quarterly financial reports on the organisation's performance.
- Reviews the accuracy of the monthly reconciliation of accounts as performed by the accountant.

- Ensures adherence to GAAP and IFRS, and consistency in the application of these and other principles.
- Ensures that all relevant staff members are fully informed about changed and new policies and procedures/and guidelines.
- Reviews all statutory submissions (e.g. VAT returns, Social Security, Pension funds etc.) for accuracy and correctness.

2. Financial controls

- Takes all required steps to ensure that the general ledger integrity is maintained and that all reconciliations are properly done.
- Scrutinises the company's cash flow on a daily basis and consults / requests directives from the immediate superior to ensure adequate cash balances.
- Reviews current assets and liabilities and introduces such controls to ensure that working capital is optimally utilized. This includes the collection of receivables on time, and payment of payables as per agreed terms.
- Identifies and implements all requirements regarding asset management required under the IFRS.
- Compiles a monthly report regarding asset control and submits this to the immediate superior.

3. Financial statement preparation

- Reviews and signs off all general ledger reconciliation accounts.
- Conducts spot checks to ensure that all accounting entries have proper supporting documentation and that the appropriate procedures have been complied with.
- Reviews and approves monthly Payroll runs after input from the Human Resources Unit.
- Reviews the General Ledger Balance Sheet Control Accounts.
- Disseminates monthly management accounts to unit managers and discusses areas of concern and remedial action with them.
-

4. Costing

- Guides the units on the implementation of costing parameters and monitors the implementation of such parameters.
- Scans the external environment for the best practices in the costing of services, benchmarks the organisation's practices and reviews the sustainability for implementation.
- Identifies potential areas of rationalisation (e.g. vehicle usage in hi-tech/low maintenance areas, outsourcing possibilities, materials usage parameters, etc.).
- Investigates such areas and recommends solutions/remedies that add real bottom-line value.

5. Procurement and tender administration

- Continuously reviews the organisation's procurement policies and procedures and updates and amends such policies and procedures where required.
- Ensure the organisation compliance with the procurement Act.
- Identifies all risk areas (e.g. supplier fraud, employee fraud, and internal / external fraudulent collaboration on supplies) and ensures the implementation of measures that will minimise risk through the Procurement Officer.
- Conducts spot checks on transactions done to ensure full compliance of all staff members to the approved policies and tender procedures.
- Reviews tenders submitted and prepare analysis thereof, including a risk analysis, and formulates recommendations to the tender committee for discussion and effective decision making.

6. Internal and external audit

- Consults with and provides the required assistance to the internal auditors to ensure that the internal audit cycles are complete.
- Consults with and directs the external auditors to ensure that fiscal year audits are completed.
- Verifies and signs off all relevant reconciliations and schedules.
- Reviews the comprehensive half-yearly and annual audit files as prepared by the Senior Accountant.
- Implements audit recommendations.

7. Insurances and Reinsurances

- Reviews the current insurance portfolio of the Organisation and identified areas in which the existing cover is inadequate.
- Advises on levels of reinsurance required given the claims pattern of the Organisation.
- Provides input (through the relevant financial advice) into the negotiations regarding the terms and conditions of reinsurance with reinsurance providers.

8. Staff Management

- Monitors activities of staff to ensure compliance with laid down procedures, policies and practices, with particular regard to integrity, security and confidentiality of the Finance unit.
- Reviews the work done by direct subordinates through progress discussions. Monitors the progress made by the immediate subordinates and coordinates and directs their activities towards achievement of the objectives and targets of the division.
- Identifies training needs amongst subordinates and provides technical training and other guidance where relevant.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in accounting, Finance, or Business Administration. NQF Level 7.
- completed articles and postgraduate qualifications will be an added advantage.
- Seven (7) years of relevant working experience of which three (3) years should have been at a supervisory level.

SKILLS AND ATTRIBUTES REQUIRED:

- Highly analytical with good communication skills (able to get concepts and requirements across to others).
- Very strong logical reasoning ability, attentive to detail but not detail bound.
- Systematic and able to look at solutions conceptually as well as from a practical perspective.
- Good managerial and organisational skills.
- Sound communication and interpersonal skills.
- Understanding of business economics, cost structures, budgeting systems, and financial reporting.
- Familiarity with relevant government legislation and administration procedures
- Knowledge of legal regulations and directives, financial administration (GAAP), ICT systems.
- Intermediate computer literate Skills (MS office package) specific Excel.

CONDITIONS OF EMPLOYMENT:

- This is a Five (5) years contract position with an employment agreement.
- NCRST is an equal-opportunity employer.

Applications:

- All applications must be accompanied by a comprehensive Curriculum Vitae, with certified ID and supporting documents. Applications can be submitted as follows:
 - via email: **recruitment@ncrst.na**
- Please note that only shortlisted candidates will be contacted, and no documents will be returned.

Applications and inquiries may be directed to:

The Human Resources & Organisational Development Office

Tel: +264 (61) 431 7000

CLOSING DATE OF APPLICATIONS:

22 March 2024

Previously disadvantaged candidates are strongly encouraged to apply.