

Vacancy at N/a'an Ku Sê Wildlife Experience - NAFO

An exciting and challenging opportunity is available for an **Assistant to the Finance Manager** to join our team. The successful incumbent will be based at the N/a'an Ku Se Wildlife Sanctuary, Farm Frauenstein No. 277, Khomas District, Windhoek, Namibia.

Overview

We are seeking a dedicated and detail-oriented Assistant to the Finance Manager to support our finance department. The ideal candidate will possess strong analytical skills, exceptional attention to detail, and the ability to manage multiple tasks efficiently. This role is essential in assisting the Finance Manager with daily financial operations, reporting, and ensuring the accuracy of financial records.

Main responsibilities (but not limited to):

Financial Reporting:

- Assist in preparing monthly, quarterly, and annual financial reports.
- Compile and analyze financial data to ensure accuracy and compliance with regulations.

Accounting Duties:

- Maintain and update financial records, including ledgers, invoices, and receipts.
- Assist with accounts payable and receivable functions, including invoice processing and payment collections.

Budget Management:

- Support the Finance Manager in budget preparation and monitoring.
- Track and report on budget variances and assist in forecasting future financial performance.

Audit Support:

- Prepare documents and schedules for internal and external audits.
- Assist in implementing audit recommendations to improve financial controls and processes.

Administrative Support:

- Manage finance-related correspondence and communications.
- Schedule meetings, prepare agendas, and maintain minutes for finance-related meetings.

Data Management:

- Ensure the accuracy and completeness of financial data in the company's financial management systems.
- Conduct regular data reconciliation to maintain data integrity.

Compliance and Policies:

- Assist in ensuring compliance with financial regulations and company policies.
- Support the development and implementation of financial policies and procedures.

Special Projects:

- Participate in special projects as assigned by the Finance Manager.
- Provide research and analytical support for strategic financial initiatives.

Job requirements and skills:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Minimum of 2 years of experience in a finance or accounting role.
- Previous experience assisting a Finance Manager or in a similar support role is preferred.
- Strong proficiency in Microsoft Office Suite, particularly Excel.
- Familiarity with accounting software and financial management systems.
- Excellent analytical and problem-solving skills.
- Strong organizational and time-management abilities.

- High level of accuracy and attention to detail.
- Effective communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Strong ethical standards and integrity.
- Ability to handle confidential information with discretion.

Remuneration:

- A competitive salary package coherent to experience and qualification
- Meals and accommodation are provided at the sites
- Membership of the Naankuse Medical Aid Group at own cost

Closing date for applications: **29 November 2024**

To apply for this position, please email your CV to jobs1@naankuse.com. Please note that we are an eco-friendly and paperless company, therefore hand-delivered CVs will not be accepted.

The reference should be **Assistant to the Finance Manager**

CVs with incorrect subject lines will not be considered

Only short-listed candidates will be contacted