



The Organisation

Our client is a visionary Foundation born from the remarkable achievements of a distinguished asset management firm. At its core, the organisation is driven by the mission to empower and uplift socially responsible entrepreneurs who hold the potential to ignite transformative change within their communities. Committed to nurturing this potential, the Foundation leverages its extensive ecosystem of partners, programs, and resources, adopting a holistic approach to entrepreneurial development. In Namibia, the Foundation's work involves identifying and nurturing promising young entrepreneurs and leaders, offering educational support, mentorship, and financial aid to help them realise their ambitions. Furthermore, it fosters a culture of social responsibility and ethical leadership among its beneficiaries, establishing a robust network of Alumni poised to make positive contributions to both their communities and the Namibian economy.

The Region

Khomas Region | Windhoek

The Role

The Financial Manager will play a pivotal role in ensuring financial stability, operational efficiency, and strategic insight across the organisation's operations. Reporting to the Regional Head, the incumbent will take ownership of key financial functions, including planning, budgeting, reporting, and compliance. The role involves preparing financial reports, managing forecasting activities, and contributing to sound decision-making that supports business performance. This position requires close collaboration with operational teams to optimise financial processes, manage risk, and maintain regulatory compliance. It is ideally suited to a detail-oriented, solutions-driven finance professional who thrives in a fast-paced, dynamic environment and is committed to delivering measurable results.

Key areas of focus:

Financial Planning and Analysis:

- Develop and maintain financial models to forecast revenue, expenses, and cash flow.
- Analyse financial data and trends to provide insights for decision-making.
- Prepare financial reports, budgets, and variance analyses for management review.

Budget Management:

- Collaborate with department teams to develop annual budgets.
- Monitor budget performance and identify areas for cost optimization or revenue enhancement.
- Provide guidance on resource allocation to align with goals.

Financial Reporting:

- Support the preparation and review of detailed monthly management accounts and related schedules and preparing journal entries.
- Collaborate with Shared Services during the annual audit processes, including preparation of year-end financial accounting and supporting schedules.
- Prepare Annual financial statements and the related notes.

Financial Operations:

- Managing financial transactions, implementing financial policies and procedures, and optimizing financial processes and controls to maintain compliance and mitigate risks.
- Collaborate with the various departments to streamline financial workflows and provide insights to management for informed decision-making.
- Manage the day-to-day financial operations including accounts payable, accounts receivable and general ledger activities.
- Collaborate with all relevant stakeholders to ensure accurate processing of invoices, payments, and other financial transactions.
- Identify opportunities to streamline financial processes and improve efficiencies.

What We Are Looking For

Compulsory requirements:

- Honours degree in Accounting, completed audit articles and 3–5 years of relevant experience post completion of audit articles.  
OR
- Honours degree in Accounting and recently qualified Chartered Accountant (CA,) with 1 - 2 years of relevant post-qualification experience.
- Postgraduate qualification in finance, management, or taxation will serve as an added advantage.
- Proven experience as a Financial Manager or in a similar senior finance role.
- A minimum of 1–2 years in a financial management or supervisory capacity is preferred.
- Exceptional understanding of financial principles, regulations, and best practices.
- Advanced proficiency in financial software and Microsoft Excel.

Competency requirements:

- Strong written and verbal communication skills.
- Excellent time management and skills, with ability to plan and manage multiple work assignments.
- Demonstrated ability to manage relationships with key stakeholders.
- Demonstrated track record of delivering measurable results.
- Excellent Attention to Detail.
- Excellent Service Orientation.
- Good Collaborator.
- Excellent Stewardship.

Interested in Pursuing this Opportunity?

Closing date: 02 June 2025, at 19:00.

Follow the application instructions on the Potentia website [www.potentia.com.na](http://www.potentia.com.na) and upload a copy of your CV and supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

**Suitably qualified applicants from designated group as defined in the Affirmative Action (Employment) Act, Act of 29 of 1998 are encouraged to apply.** Only electronic applications and CVs submitted via the Potentia website will be accepted. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Please note that our partner reserves the right to only employ individuals who fall within their retirement age guidelines and policies. Our client also reserves the right not to make any employment offer or appointment.