



HIV/AIDS RESPONSE

SENIOR ACCOUNTANT
Fixed term contract
Grade 7

The Organisation

Our client is a donor-funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services (MoHSS) Directorate Pharmaceutical Services, deploying staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic. Further to this, our client seeks to support and assist such countries and regions in their development of locally determined health care worker systems to become optimally resourced, highly responsive, and self-sustaining.

The Region

Khomas Region | Windhoek, DSP National Office

The Position

The Senior Accountant will support the Chief Finance Officer in managing the financial operations of the Cooperative Agreement under the Directorate Special Programmes. The incumbent will oversee accounting processes, financial reporting, reconciliations, budget monitoring, compliance and financial oversight of the project while ensuring the integrity, accuracy, and completeness of financial information and systems.

Key Responsibilities will Include:

1. Financial Management and Accounting

- Manage and supervise day-to-day accounting operations including, cash management, reconciliations, and financial reporting.
- Ensure all financial transactions are accurately recorded and supported by relevant documentation.
- Review monthly reconciliations of bank, VAT, supplier and control accounts.
- Ensure proper maintenance of accounting records and filing systems.
- Review procurement requisitions, payment vouchers and supporting documentation for completeness and compliance.
- Monitor pending payments and ensure timely processing of obligations.

2. Budget Management Reporting

- Assist in the preparation, monitoring, analysis and control of program budgets.
- Assist in the preparation of monthly, quarterly and annual financial reports for management and partners.
- Monitor expenditure against approved budgets and work plans.
- Support annual budgeting and grant planning processes.

3. Sub-Recipient Financial Oversight

- Review financial reports submitted by Sub-Recipients for accuracy, completeness, and compliance.
- Monitor Sub-Recipient expenditure and financial performance.
- Conduct financial monitoring visits and provide technical support to Sub-Recipient finance staff.
- Ensure compliance by Sub-Recipients with approved financial systems, donor regulations, and procedures.
- Identify training needs and support capacity building initiatives for Sub-Recipients.

4. Audit, Compliance and Risk Management

- Assist in coordinating internal and external financial audits and any donor verification exercises.
- Follow up implementation of audit findings and corrective actions.
- Ensure compliance with donor requirements, statutory regulations, GAAP, IFRS, IPSAS, and financial policies.
- Support risk management initiatives and strengthen internal controls.
- Ensure statutory submissions including Pay As You Earn (PAYE) and Value Added Tax (VAT) are completed timeously.

5. Leadership and Supervision

- Provide supervision, mentoring, and guidance to finance staff.
- Support performance management and staff development initiatives.
- Promote accountability, professionalism, and compliance within the finance team.
- Participate in recruitment, orientation, and training of finance personnel where required.

The Person

Minimum requirements:

- Bachelor's degree (NQF Level 7) in Accounting, Financial Management, or related field.
- Minimum of five (5) years relevant experience in accounting and financial management.
- Experience with United States Government (USG) and/or other donor funded projects and public sector financial management will be a distinct advantage.
- Practical experience with accounting systems such as Pastel, Sage, or similar ERP systems.
- Good understanding of financial legislation, accounting standards, and donor compliance requirements.

Competency requirements:

- High ethical and work integrity standards.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Strong leadership and supervisory abilities.
- Ability to work independently and under pressure.
- Attention to detail and high level of accuracy.
- Strong organisational and time management skills.
- Ability to manage multiple priorities and deadlines.

Other required Skills

- Demonstrated skills and knowledge of Microsoft Office (notably Outlook, Word, Excel, PowerPoint, Zoom and Teams).
- Familiarity with GRN Finance standards, Treasury Instructions, State Finance Act and Regulations
- Ability to supervise and mentor staff
- Ability to develop standard operating standards

Interested?

This is a **fixed-term contract** position, and our client offers an attractive package.

The closing date for applications is **15 July 2026 at 19h00**.

Follow the application instructions on the Potentia website www.potentia.com.na and upload a copy of your CV and qualifications.

All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Only electronic applications and CVs submitted via the Potentia website will be accepted. All suitably qualified Namibians are encouraged to apply. 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.