EXTERNAL VACANCY

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Position: Executive: Finance,& Administration
Job Grade: Paterson E1
Contract Duration: 5 years,
Business Unit: Finance & Administration
Duty Station: Head Office, Windhoek

Job Purpose
Responsible for leading and managing the organisation's financial management functions and programmes, including accounting, treasury management, pay services, budget preparation and execution, financial planning, cost and economic analysis, and oversight of non-appropriated funds. Develops and maintains effective procedures for the custody and control of assets, asset records, loan collateral, and securities to ensure their proper safeguarding and accountability.

Key Performance Areas

1. Strategic Financial Leadership
- Provide strategic financial leadership and advice to the Executive Management Team and Board of Directors.
- Align financial strategies with the organisation's strategic objectives.
- Develop and implement financial management systems and frameworks to achieve organisational goals and targets.

2. Financial Planning and Analysis
- Analyse, interpret cash flows and forecast future financial trends.
- Formulate strategic and long-term business and financial plans.
- Conduct research and prepare reports on factors influencing business performance.
- Evaluate and analyse the overall financial risks associated with projects and implement appropriate risk mitigation measures.
- Conduct financial reviews and evaluations to identify cost-reduction and efficiency improvement opportunities.

3. Financial Management and Reporting
- Develop and implement financial management mechanisms that minimise financial risk.
- Manage the organisation's financial accounting, monitoring, and reporting systems.
- Prepare accurate and timely financial reports in accordance with established deadlines.
- Prepare financial, statutory, and regulatory reports as required by applicable laws, regulations, and the Board of Directors.
- Ensure compliance with financial reporting standards and regulatory requirements.
- Keep abreast of changes in financial legislation, regulations, standards, and best practices.

4. Revenue and Collections Management
- Review collection reports to assess the status of collections and outstanding balances.
- Monitor debtor accounts and implement strategies to improve revenue collection and cash flow management.

5. Risk, Audit, and Compliance Management
- Lead financial risk management initiatives across the organisation.
- Oversee internal and external audit processes and ensure the implementation of audit recommendations.
- Ensure compliance with corporate governance principles, financial policies, and statutory requirements.

6. Corporate Governance
- Support and promote sound corporate governance practices.
- Provide financial governance oversight and ensure adherence to approved policies and procedures.

7. Stakeholder Engagement
- Build and maintain effective relationships with key stakeholders, including regulators, auditors, financial institutions, government entities, and the Board of Directors.
- Provide financial advice and support to internal and external stakeholders.

8. People Management
- Supervise, mentor, and develop finance staff.
- Manage performance, succession planning, and capacity-building initiatives within the finance function.

9. Administration and Operational Oversight
- Provide administrative oversight of financial operations and related functions.
- Ensure the efficient utilisation of financial and organisational resources.

10. Procurement and Supply Chain Management
- Provide strategic leadership and oversight of procurement and supply chain management activities.
- Ensure procurement processes are conducted in a transparent, competitive, cost-effective, and compliant manner.
- Monitor supplier performance, contract management, and strategic sourcing initiatives.
- Ensure compliance with Public Procurement Act, regulations, and corporate governance requirements.

11. Property and Facilities Management
- Provide strategic oversight of the organisation's property portfolio, facilities, and related assets.
- Ensure effective management, maintenance, utilisation, and safeguarding of company properties and facilities.
- Oversee property acquisition, leasing, disposal, and utilisation in line with organisational requirements and approved policies.
- Ensure compliance with health, safety, environmental, and statutory requirements relating to company properties and facilities.
- Develop and implement property management strategies that support operational efficiency and value preservation.

Minimum Experience and Qualifications
- A relevant Bachelor's Degree in Finance & Accounting (NQF Level 7/8),
- Professional Qualification such as CA (Namibia); ACCA or CIMA highly preferred
- At least 10 years' experience in the finance area
- Exposure in Property Management, Public Procurement Act and associated regulations serves as advantage.
- Strong leadership and team management skills.
- Good communication and interpersonal skills
- Business understanding and development
- Strategic Planning and Leadership
- Operations Management Excellence
- Proficiency in Microsoft Office Suite Word, Excel and Power point
- A Valid Driver's License
- A Valid Police Clearance Certificate (not older than 6 months)

Applicants who meet the requirements must submit written applications accompanied by certified copies of qualifications and supporting documents to the following email address: **Recruitment@rcc.com.na**

Enquiries: Mr. Jason Kafidi at telephone (+264-61) 2979000

NB: Applicants from previously disadvantaged groups are encouraged to apply. Only shortlisted candidates will be contacted. Please note that no documents will be returned.

CLOSING DATE: 06 NOVEMBER 2026