



The Namibia Institute of Public Administration and Management (NIPAM) is a state-owned enterprise established by the Namibia Institute of Public Administration and Management Act, 2010, (Act no.10 of 2010). NIPAM's mission is to transform the Public Sector of Namibia into an efficient, effective and accountable system through training, operational research, capacity evaluation, consultancy and strategic partnerships.

VACANCY

POSITION:

SENIOR FINANCIAL AND MANAGEMENT ACCOUNTANT

The incumbent will report to the Manager: Finance

PATERSON	:	GRADE D1
MINIMUM	:	N\$ 402, 342. 00 (Total Employment Cost)
MAXIMUM	:	N\$ 523, 045. 00 (Total Employment Cost)

PRIMARY PURPOSE:

The Senior Financial Accountant is responsible for the management of Accounts receivable and Accounts Payable functions within NIPAM. Ensuring that duties concerning accounts receivable and payable are carried out in accordance with relevant policies within the Finance and Administration Department. The role is also responsible for Debt Collection and Revenue Recognition. Improving invoicing accuracy, and creditor's reconciliations thus increasing revenue collection and reducing debt levels. Enforcing the debt collections policy. Prudent budgeting and cost control and monitoring. Ensuring that all the Trial Balance Accounts are reconciled on a monthly basis. Staff supervision reporting to the position.

KEY PERFORMANCE AREAS:

- Accounts Payable
- Cash Management
- Financial Administration
- Management Accounts
- Fixed Assets
- Budget
- Audit
- Accounts Receivable
- Process Mapping and Workflows
- Staff Supervision
- Personal effectiveness and competency development

EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- Honours Degree in Finance / Accounting or related qualification.
- NQF Level 8
- 6 years relevant experience of which 3 years should be in on a supervisory position.

SPECIAL REQUIREMENTS / LICENSES

- Working knowledge of financial systems such as AccPac and/or Pastel
- Completion of articles with a registered Audit/Accounting Firm or equivalent qualifications will be an added advantage.

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998). Applications should include a Curriculum Vitae, Certified copies of qualifications and Identification document or passport. The closing date for applications is 31 March 2022 at 16:00 PM. Applications should be emailed to recruitment@nipam.na