



VACANCY

Vacancy Advertisement: Director of Finance & Procurement

About the NFA:

The Namibia Football Association (NFA) serves as the custodian and governing body of football in Namibia. Established in 1990, it gained affiliation with FIFA and CAF in 1992. The NFA plays a pivotal role in organizing national football leagues and teams, while continuously striving to improve, promote, regulate, and control football in Namibia.

Position: Director of Finance & Procurement (5-Year Contract)

Purpose of the Job:

The Director of Finance & Procurement will be tasked with managing, leading, and ensuring accountability for the finance and procurement function within the NFA.

Key Performance Areas (KPA):

- Oversight of accounts payable and general ledger functions.
- Maintenance of the Bank's general ledger chart of accounts.
- Analysis of departmental work to enhance efficiency and resource utilization.
- Management of accounting process quality and turnaround times.
- Preparation and review of general ledger reconciliations.
- Development, implementation, and maintenance of targets, business rules, policies, and procedures.
- Monitoring and implementation of internal accounting controls.
- Oversight of accounts receivable and vendor reconciliation.
- Timely collection of outstanding debtors.
- Management of asset management cycle including classification and accounting of current, fixed, and intangible assets
- Tracking and reporting of fleet and driver operations.

- Management of insurance claims and follow-up

Education and Experience Required:

- Grade 12 or Bachelor's Degree in Finance, Accounting, Financial Management, or related field (NQF Level 7).
- Five (5) years of relevant experience in finance, corporate services, accounting, or related field with at least two (2) years in a supervisory role.
- Registration as an Associate of Chartered Certified Accountants (ACCA) or Certified Public Accountant (CPA) preferred.

Key Competencies and Knowledge:

- Understanding of accounting and procurement standards, procedures, practices, laws, and regulations.
- Knowledge of ICT, VAT, PAYE.
- Strong leadership, risk, and budget management skills.
- Business acumen and time management skills.
- Ability to work independently and under pressure.
- Proficiency in operational management, financial management, staff performance management, stakeholder engagement, and budget management.

Benefits:

- Market-related salary or total cost to company.
- Medical aid, Housing allowance, Pension fund membership, Transport allowance

Submission of Application:

No email submissions accepted.

Deliver application by hand in a sealed envelope at NFA Football House, Katutura

Closing Date: Monday, 18th March 2024, at 17H00 (Late submissions will not be accepted)

For Enquiries: Contact Mr. Titus Kunamuene at +264812411624

Join the NFA team in shaping the future of football in Namibia!