



Out-Right Namibia (ORN)
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OUT-RIGHT NAMIBIA (ORN)

JOB DESCRIPTION

COORDINATOR: FINANCE AND ADMINISTRATION

Reports to: Director

Responsible for: Finance Officer and Office Administrator

Job Purpose

The Coordinator Finance and Administration is responsible for the overall financial management of Out-Right Namibia. He/she is responsible to provide information, technical support and advice to the finance and administration team pertaining to all finance related matters and coordinate such activities. Ensure appropriate implementation of financial policies.

The ideal candidate must be self-motivated, energetic and highly organized with an understanding of the multi-layered issues facing organisations working on HIV/AIDS and Key Populations.

Main Areas of Responsibilities

- To effectively and efficiently manage the administration of ORN finances according to approved rules and regulations in the organization's financial procedures;
- To ensure that sound financial management practices are developed and maintained;
- Develop and timely review financial policies in consultation with the Director;
- Be responsible for the financial aspects of the organization and maintenance of all financial records including those related to various bank accounts operated; and to ensure that the bank statements are always balanced with the record entries;

- Ensure thorough and timely liaison with donors and partners and ensure that adequate funds are available for the smooth running of the organization and programmes;
- Prepare, in collaboration with Coordinator: Programmes and Operations, and Coordinator: Human Resources annual budgets, cash flow and budget monitoring records;
- Ensure that all financial reports prepared by programmes and HR are properly checked, and inform the Director about any matters that requires action;
- Provide on-the-job training to programme, administrative and finance staff, as required;
- Conduct frequent audits and checks on procurement, fleet management and other internal systems;
- Facilitate the annual auditing of organizational finances and distribute reports to concerned parties (Board of Trustees, Management and Donors);
- To keep watch on the expenditure of the programmes department and to advise accordingly;
- To regularly inform management about expenditure incurred or likely to be incurred under each budget/operational item;
- To maintain approved systems of accountability throughout the organization;
- Ensure that no expenditure is incurred before it has been authorized by the budget holder;
- To prepare monthly budget vs. actual expenditure reports.

OTHERS

The post holder will additionally undertake from time to time certain mutually agreed tasks relating to ORN as assigned by the Director.

Minimum Requirements

- A Bachelor of Commerce in Accounting, Financial Management or other relevant disciplines.
- Minimum of 5 years of working experience and track record in finance and administration.
- Computer literacy, including PASTEL
- Ability to take initiative and get things done accurately.
- Proficiency in spoken and written English
- Knowledge of the NGO environment or previous NGO work experience will be an asset.