



## EXTERNAL ADVERTISEMENT

The Namibian Competition Commission (NaCC) is established in terms of the Competition Act (Act No. 2 of 2003). The Commission is looking for a dynamic, hard-working, proactive, and forward-thinking individual to assist the Commission in achieving its strategic objectives as defined in its Strategic Plan. Persons, regardless of gender, religion, or disability status and who meet the below mentioned requirements and attributes are invited to apply for the following position:

### **Position: Manager Finance: – Patterson Grading (D4)**

#### **Job purpose**

Reporting to the Director of Finance and Administration, this is a middle management position, the purpose of which is to develop, control and supervise a dedicated financial accounting function that will enable the effective processing of all financial transactions of NaCC, provide timeous and accurate financial statements that enable the analysis of financial data and the audit process. To ensure the effective day-to-day management of all financial transactions of NaCC, its procedural integrity and accuracy, as well as control of capital and revenue budgets for departments. To manage, execute and oversees performance of all procurement and administrative support functions for the Commission which includes cleaning services, transport services, security services. Lastly, to monitor, administer and make recommendations on all cash flow and expenditure aspects of NaCC and thus ensure optimization of cash flows within agreed parameters.

The incumbent is expected, inter alia, to:

#### **Key Responsibilities**

- Reviews/checks for correctness in all aspects, all journals processed to update the general ledger – GL journals and sub ledger journals prior to posting them.
- Sets up a schedule with deadlines of all general ledger account reconciliations on a period basis and ensures that these reconciliation statements are prepared by sub-ordinate.
- Reviews all reconciliations to ensure accuracy and appropriateness.
- Develops and maintains all necessary controls and processes to ensure that legal and financial requirements and regulations are complied with.
- Scrutinises and authorizes remittances of supporting documents, enforcing process and procedural compliance.
- Ensures that payments are being made in accordance with approved NaCC policies and procedures as well as to budget parameters and takes up anomalies with responsible parties.
- Takes up non-compliance with cost center controllers and rectifies with them ensuring future compliance.
- Plans and co-ordinates completion of year-end reconciliations.
- Compiles year-end file for external audit purposes.

- Prepares all necessary information and supporting documents with assistance of subordinates for auditors.
- Actively participates in the strategic and operational planning meetings and attends audit committee meetings.
- Directs and oversees the annual budgeting process for all departments.
- Provides guidelines to management on budget control, and present budget to the Commission.
- Prints balance sheet and income statements after all journals for each month have been processed and posted.
- Prepares reports that may be required ad hoc (such as specific accounts, expenditure listings, charges to customers, etc.)
- Reviews the management accounts prepared by the accountant.
- Prepares monthly accounting reporting pack for monthly board discussion including applicable commentary.
- Assesses monthly outflows and income on an ongoing basis and forecasts expected cash flow movements and updates forecast/projections.
- Monitors availability of surplus funds and allocates/re-allocates in accordance with agreed allocation /investment parameters (with bank(s)).
- Consistently monitors critical stages/points within the financial accounting system (expenditure, apportioning of funding on loans, creditors' invoices, etc.)
- Makes recommendations from a financial accounting and cash-flow perspective on large scale projects to be undertaken by NaCC (customer or own internal).
- Defines all taxation requirements of NaCC and puts in place processes that ensure capturing of taxation and their accurate assessment and payment.
- Guides assistant accountant in the operational aspects of PAYE within the financial system and accounts.
- Ensures operational integrity of financial systems.
- To manage, execute and oversees performance of all procurement and administrative support functions for the Commission which includes cleaning services, transport services, security services.
- Analyze financial data of businesses as submitted and requested via Mergers & Acquisitions or Enforcement, Exemptions & Cartels and report on findings to ensure the correct understanding thereof for the Commission's decision making.

#### **Minimum Requirements**

- A bachelor's degree in financial accounting.
- Certificate in the theory of Accounting (CTA)/PGDA.
- Chartered Accountant (NAM)/ (SA).
- Five (5) years working experience of which two (2) years must have been at Managerial Level.

**Closing date: 22<sup>nd</sup>February 2024 @17h00**

The Commission offers market related remuneration packages commensurate with experience and qualifications. *Persons from designated groups are encouraged to apply.*

Interested candidates should forward their résumé, which should include three contactable references in strictest confidence to:

TO:     Manager: Human Capital  
          Namibian Competition Commission  
          NTF Building (opposite Ministry of Environment)  
          Eugene Marais Street  
          PO Box 2104, Windhoek  
          Tel: (061) 224622

*The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for short listing. Applications who do not receive any response within three weeks after the closing date should accept that their applications were not considered favorably. The Commission regrets it cannot return documents.*