

Job Title:	SME Fund: Finance & Compliance Officer	Department:	MSME Development and Export Promotion
Employee Name:		Division:	Startup & Scale
Job Category:	Skilled / Professional	Job Grade:	
Travel Required:		Position Type:	Fixed Term
Location:	Windhoek	Subordinates:	None
Immediate Supervisor	SME Fund: Project Lead		
Job Purpose:			
<p>The Finance & Compliance Officer will be responsible for ensuring sound financial management, compliance, transparent accounting, and effective financial administration of the SME Fund in accordance with approved budgets, financing agreements, donor requirements, governance frameworks, and organisational procedures.</p> <p>The position will support financial planning, budgeting, reporting, grant administration, compliance monitoring, audit coordination, and operational financial management aligned with the objectives and implementation framework of the project.</p> <p>The incumbent will further support financial governance, accountability, and compliance to ensure effective and efficient utilisation of project resources.</p>			



Responsibilities	Performance Indicators
<p>1. Financial Management and Budget Control</p> <ul style="list-style-type: none"> ● Manage project finances in accordance with approved budgets, financing agreements, and implementation plans. ● Monitor project expenditure against approved budget allocations and implementation activities. ● Support budget planning, budget revisions, reallocations, and expenditure forecasting processes. ● Ensure expenditure aligns with approved outputs, operational requirements, and donor conditions. ● Maintain accurate, complete, and auditable financial records and documentation. 	<p>Compliance with approved budgets and financial procedures.</p> <p>Accuracy of financial records and expenditure tracking.</p> <p>Timely monitoring and reporting of project expenditure.</p> <p>Effective budget control and expenditure management.</p>
<p>2. Accounting and Financial Reporting</p> <ul style="list-style-type: none"> ● Prepare and submit periodic financial reports, expenditure statements, reconciliations, and financial forecasts. ● Process payments, journal entries, reconciliations, and financial transactions in accordance with approved procedures. ● Conduct monthly bank, ledger, and expenditure reconciliations. ● Maintain financial reporting records and supporting documentation. ● Support preparation and coordination of audits and financial reviews. 	<p>Timely preparation and submission of financial reports.</p> <p>Accuracy and completeness of financial reporting.</p> <p>Compliance with financial reporting standards and requirements.</p> <p>Audit readiness and compliance levels.</p>



<p>3. Compliance and Governance Support</p> <ul style="list-style-type: none"> • Ensure compliance with donor requirements, financial controls, governance frameworks, and organisational procedures. • Monitor financial and operational compliance requirements relating to the SME Fund. • Support implementation of financial controls, risk mitigation measures, and accountability mechanisms. • Assist with addressing audit findings, financial queries, and compliance-related matters. • Maintain proper documentation and compliance records. 	<p>Compliance with donor and organisational financial requirements.</p> <p>Effective implementation of financial controls and governance measures.</p> <p>Timely resolution of financial and compliance queries.</p> <p>Proper maintenance of compliance documentation and records.</p>
<p>4. Cash Flow and Grant Administration</p> <ul style="list-style-type: none"> • Prepare cash flow projections and funding requests aligned with approved implementation plans. • Monitor disbursements, advances, supplier payments, and grant administration processes. • Support financial administration relating to workshops, travel, procurement, and operational activities. • Coordinate follow-up on financial documentation and payment processes. 	<p>Accuracy of cash flow projections and funding requests.</p> <p>Timely processing of payments and financial transactions.</p> <p>Effective management of grant administration processes.</p> <p>Compliance with financial and operational procedures.</p>



<p>5. Coordination and Operational Support</p> <ul style="list-style-type: none"> • Provide financial guidance and support to project staff and stakeholders where required. • Coordinate with operational, procurement, and implementation teams to ensure financial alignment. • Support preparation of financial sections for project reports, presentations, and implementation updates. • Undertake additional duties as reasonably required. 	<p>Effective coordination and financial support provided.</p> <p>Timely completion of delegated tasks and financial processes.</p> <p>Adherence to reporting timelines and quality standards.</p>
<p>6. Taxation Integrity</p> <ul style="list-style-type: none"> • Defines all taxation requirements and puts in place processes that ensure capturing of taxation and their accurate assessment and payment. • Guides the project in the operational aspects of VAT and other taxation matters within the financial system and accounts. • Deals with escalated queries on taxation and rectifies conclusively. • Ensures that taxation is paid within optimal agreed parameters. 	<p>Compliance to taxation legislation</p> <p>Taxation within agreed parameters</p> <p>Tax queries resolution rate</p>

<p>Job Requirements</p>	
<p>Qualifications and Education Requirements</p>	<p>Preferred Skills</p>
<ul style="list-style-type: none"> • Minimum educational requirement is A Degree in Accounting (NQF Level 7) • Minimum 3-5 years' experience in accounting or relevant field of work • Experience working in donor-funded projects, development cooperation 	<ul style="list-style-type: none"> • Working knowledge of creditors practices and procedures • Financial rules, regulations regarding creditors and purchasing • Generally Accepted Accounting Principles and International Financial Reporting System



programmes, or grant management environments will be advantageous.

- Proficient in Microsoft Office applications, with strong working knowledge of the Microsoft Excel suite.
- Excellent knowledge of Pastel
- Valid Driver's license is an added advantage

- Budget control procedures
- Planning and time management skills
- Goal driven and very observant with ethical standards
- Sound communication and interpersonal skills
- Highly competent and self-motivated
- Discretion and diplomacy
- Friendly and well presented
- Honest with high level of personal integrity
- Good communication and interpersonal skills.