

Join Our Team

Finance & Administration Officer

Youth Impact is a global NGO that connects youth to proven life-changing information through the delivery of evidence-based programs. Using a combination of randomized controlled trials, rigorous, rapid A/B tests, and high frequency monitoring data, we generate evidence that informs program design, improvement, and scaling.

Organization Purpose

The Teaching at the Right Level (TaRL) program in Namibia is a non-profit program with the mission to give every Namibian child access to life-changing literacy and numeracy education. The organisation is an affiliate of Youth Impact and part of the TaRL Africa International network. The TaRL program currently reaches over 1,000 learners. The main office is in Windhoek.

Primary Duties & Responsibilities

The Finance & Administration Officer is responsible for routine financial management and to support the overall success of the Finance Department. This includes, but not limited to ensuring compliance to internal policies and procedure, grant management and financial reporting. The successful applicant will be required to complete the following tasks:

- Update transaction records to ensure excellent record-keeping, archiving and documentation
- Handle petty cash; receiving requests for funds for organisational related activities and disbursing related funds
- Manage routine accounting and finance reporting, including timely completion of month-end reconciliations
- Preparation of all payroll schedules and related processing; supporting annual tax filing, ensuring compliance with applicable legislature.
- Assist in grant management, ensuring compliance with grant agreements, including tracking expenditure and preparation of financial reports.
- Develop quarterly and monthly budgets. Conduct budget monitoring and quarterly variance analysis.
- Review service provider contracts and perform long-term service provider analysis/evaluations where necessary.
- Assist in coordinating workshops/training events as required, including liaising with government and other partners for venues, confirmation with participants, invitations, travel arrangements and event support.
- Coordinate and provide logistical support for projects and other organisational travel arrangements, including assisting booking of flights and accommodation, and

arranging for travel visas.

- Safeguard organisational resources and assets ensuring that staff members are compliant with relevant policies and procedures. This includes management of assets such as laptops and office materials.
- Optimise office space and ensure an adequate and functional work environment for staff members. Ensure timely repairs and maintenance to maintain a safe and functional working space.

Education Qualifications

- Bachelor's degree (Business Administration, Logistics, Finance or similar qualifications).
- Additional professional certificates such as a certificate in Business Accounting is considered an asset

Work Experience

- Relevant work experience of two years or greater is required. Previous NGO experience in a similar role. Knowledge of US Government procurement rules and regulations is considered an asset.

Characteristics

- Attitude: Dedicated and hard-working with excellent ownership and accountability.
- Timeliness: Meets deadlines, handles deliverables in an efficient and timely manner.
- Positive attitude: Team player, can-do attitude, helpful, and ability to work cross functionally.
- Organization skills: Multi-tasker, able to prioritise projects and manage time and resources effectively.
- Critical thinking: Able to exercise logic and good judgement. Excellent communication and IT skills.
- Class B Driver's License considered an asset

Reporting Structure

The Finance & Administration Officer will report directly to the Country Director.

Deadline: 1st February 2023

Time period: 1 year contract with potential for extension

Preferred Location: Namibia

To apply visit <https://www.youth-impact.org/join-us-1>.

Benefits include generous annual leave, sick leave, (including global health insurance provisions), various stipends, professional development opportunities, the ability to work remotely, access to our amazing global networks, and much more.

