

FINANCE & HR OFFICER

Specs

Job Title: Finance & HR Officer
Reports to: Head of Finance & HR
Location: Windhoek
Job Level: Officer

Primary Purpose of the Role

The Finance & HR Officer is responsible for supporting the day-to-day financial and HR operations of the organization. This includes maintaining financial records, processing payments, assisting in payroll, recruitment support, and ensuring compliance with internal policies and legal requirements.

Key Responsibilities

Finance Support

- Assist with processing payments, staff advances, and reimbursements.
- Maintain accurate and up-to-date financial records and supporting documents.
- Assist with monthly bank reconciliations and petty cash management.
- Support the preparation of financial reports for management and donors.
- Assist in the filing and archiving of financial documents.
- Support audit processes by preparing and organizing supporting documentation.

HR Support

- Assist in recruitment processes including job postings, scheduling interviews, and reference checks.
- Maintain and update employee records (contracts, timesheets, leave records, etc.).
- Support the onboarding and offboarding process of staff.
- Assist in tracking staff leave and absences.
- Support the payroll process by preparing necessary documentation and data.
- Help ensure compliance with labor laws and HR policies.

Qualifications & Experience

- Diploma or degree in Finance, Accounting, HR Management, or related field.
- Minimum 2 years of experience in a similar role, preferably in a non-profit environment.
- Proficiency in Computerized accounting software preferably Sage Online & HR Software.
- Proficiency in MS Office (Excel, Word)
- Knowledge of financial and labor regulations in Namibia.
- Strong organizational skills and attention to detail.
- Ability to handle sensitive information with confidentiality

Competencies

- Strong communication and interpersonal skills.
- High level of integrity and professionalism.
- Ability to work independently and as part of a team.
- Flexibility and willingness to learn and take on new tasks.

