



VACANCY

WINDHOEKER MASCHINEN FABRIK (WMF 1998) (PTY) LTD

A subsidiary of August 26 Group of Companies

EXECUTIVE: FINANCE AND ADMINISTRATION

The position reports to the Managing Director

JOB PURPOSE:

The purpose of the position is to:

- oversee and manage daily operations of the Finance & Accounts Office which includes Accounts, Payable, Accounts Receivable, Budget, Procurement and other Finance & Accounts functions; and
- ensure system security and operational integrity at all levels.

KEY ACCOUNTABILITIES:

Financial Management:

- Prepare and analyze financial reports and budgets.
- Manage accounts payable, receivable, payroll and expense account functions.
- Oversee cash flows, fund management, bank reconciliations and remittances.
- Oversee revenue functions including fee collections.
- Implement and maintain financial controls and procedures.
- Periodic / quarterly review of Chart of Accounts and Cost Centres.
- Ensure accurate and timely processing of financial transactions.

Administrative/Operational Functions:

- Oversee procurement, inventory and stores functions/offices.
- Manage office operations and resources.
- Supervise Finance and Administration staff.
- Oversee taxation matters – compliance, reporting, remittances, assessments, filing of returns
- Review of Rules, financial procedures, operational processes, streamlining operations, etc.
- Oversee the usage, maintenance & reporting of the Financial database, online payment gateways, periodic review and add features as necessary.
- Serve as designated IT official for the Finance & Administration office.
- Manage official licenses and registrations (e.g. business/entity licenses).

Budgeting and Forecasting:

- Develop and manage budgets and forecasts.
- Monitor and analyze budget variances.

Financial Reporting:

- Prepare financial statements and reports.
- Analyze financial performance and identify areas for improvement.

DIRECTORS: COL P. ANTON, (MANAGING DIRECTOR), EXECUTIVE DIRECTOR

Windhoek Maschinenfabrik (WMF 1998) (Pty) LTD, Reg. No 98/325, PO Box 5013, Windhoek, Namibia.

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E-mail: info@wmf.com.na, Website: www.wmf.com.na

QUALIFICATIONS & EXPERIENCE:

- A Bachelor's Degree in a Financial Management related field e.g. Accounting, Commerce, Economics.
- At least 5 years' experience in financial management, procurement and administration.
- At least 5 years' experience with financial audits.
- Experience with development of financial management guidelines and Procedures.

KNOWLEDGE AND SKILLS:

- Deep understanding of accounting principles (GAAP/IFRS), financial statements and reporting standards.
- Ability to analyze financial data, prepare reports, and conduct financial forecasts.
- Familiarity with Namibian tax laws, (e.g. Income Tax Act, VAT Act), the SOE Act, and other relevant regulations.
- Knowledge of international standards of auditing and corporate governance.
- Strong organizational and time management skills.
- Experience in developing and implementing finance and accounting policies and procedures.
- Excellent communication, interpersonal and leadership skills.
- Expertise in Microsoft Office applications (Excel, Word, Powerpoint).

Interested persons who meet the requirements are invited to submit a Letter of application, Curriculum Vitae and certified copies of qualifications and ID to:

The Managing Director
13 Bessemer Street
Southern Industrial
Windhoek

Enquiries can be directed to: panton@wmf.com.na or futurecompliance@gmail.com

As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons with disabilities will receive preferential treatment and are encouraged to apply.

Only shortlisted candidates will be contacted, and no documents will be returned. No faxed applications will be accepted.

Late applications received after the closing date will not be considered.

WMF reserves the right not to make an appointment.

CLOSING DATE FOR APPLICATIONS: FRIDAY, 27 JUNE 2025