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| |  | | --- | | A. POSITION INFORMATION | | |
| Job Title | Manager: Finance and HR |
| Division / Department / Unit | Finance and HR |
| Duty Station | Windhoek |
| Reports to Position | CEO |
| Number of Direct Reports | Three (3) |
| Grading | D3 |
| Completion / Review Date | March 2025 |
| PATERSON GRADING |  |

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| B. PRIMARY PURPOSE OF THE JOB |
| To plan, direct and coordinate the operations of PAN through Financial Management, Assistance with Strategic Planning and Implementation, and Coordination of Information Technology. |

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| C. JOB SPECIFICATIONS | |
| Minimum Educational Qualification (NQF Level) | Honours Degree in Accounting or Business-related field  A master’s degree in finance or business-related field will be an added advantage.  A postgraduate qualification in Human Resources will be an added advantage.  NQF 8 |
| **Minimum Experience Required** | Seven (7) years' relevant working experience of which three (3) years should be on a managerial level. |

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| **D. COMPETENCY PROFILE (Key Competencies Only)** | | | | | |
| Note on required proficiency level: 1= Basic; 2=Intermediate; 3=Advanced | | | | | |
| ***Knowledge*** | *Proficiency Level* | ***Skills*** | *Proficiency Level* | ***Attributes / Attitudes*** | *Proficiency Level* |
| National Payment System (NPS) | 2 | Communication skills | 3 | Integrity | 3 |
| Accounting Systems | 3 | Verbal and written command of the English language | 3 | Assertiveness | 3 |
| Financial rules and regulations | 3 | Financial skills | 3 | Professionalism | 3 |
| ICT Literacy | 3 | Leadership skills | 3 | Attention to detail | 3 |

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| **Key Results Area** | **Accountability** |
| **1. Financial Management** | Develop and implement PAN’s financial strategy, policies and procedures. |
| Review the organisation’s accounting practices and ensure overall compliance with IFRS. |
| Plan the implementation of systems, processes and controls, and coordinate these at both Departmental level and company level. |
| Develop and manage financial reports. |
| Compile and manage the organisation-wide budget and submit. |
| Develop and review financial policies, systems and procedures, and formulates changes and developments for presentation to PAN Management Board, to enhance efficiency, security and the availability of reliable information at all times. |
| Ensure adherence to relevant regulations and accounting standards. |
| Ensure that employees are fully informed about changed and new policies and all procedures and guidelines. |
| Ensure an effective independent audit function and ensure that the recommendations from auditors are implemented. |
| **2. HR Management and Payroll** | Oversee and monitor employee progress and stay abreast of the company’s climate and culture, ensuring it stays positive and productive. |
| Ensure implementation of staff’s Personal Development Plans (PDPs) and guide managers regarding on-the-job coaching or other appropriate training interventions. |
| Direct all hiring and training procedures for new employees. |
| Develop, review and update HR-related policies and ensure compliance. |
| Drive good industrial relations in accordance with the Labour Act. |
| Oversee a positive and open work environment through the wellness programme. |
| Ensure and oversee that monthly payroll runs are completed on time and accurately. |
| Ensure and oversee that monthly leave reports are completed on time and submitted to the PAN Management Board. |
| **3. Strategic Management** | Develop key performance measures and metrics that support the company’s strategic direction to measure the success of the Finance and HR department. |
| Participate with other managers in the formulation process of the company’s future direction and support tactical initiatives. |
| Strategically plan and implement HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees. |
| Collaborating in developing an NPS vision. |
| Monitor and direct the implementation of the strategic business plan. |
| Provide HR strategic direction to all departments. |
| Monitor and direct the implementation of the strategic business plan. |
| Assist CEO in implementing strategic direction to all employees. |
| Supervise the Finance Officer and the HR Business Partner. |
| **4. Information Technology** | Ensure effective communication and reasonable turnaround time for IT matters to be resolved. |
| Drive and execute IT infrastructure strategy, architecture, and processes. |
| Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure. |
| **5. Leadership** | Build, mentor and manage the staff members within the Finance and HR department. |
| Attend and contribute to Management Committee meetings and responsibilities. |
| Manage overall performance of staff and identify opportunities for improvement where necessary. |
| Manage the Personal Development Plans (PDPs) and ensure appropriate training interventions are employed. |
| Develop and implement plans to improve the overall effectiveness and capability of the Finance and HR department. |

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| E. PRIMARY FEATURES OF THE JOB | |
| Typical Decisions Taken(Define Complexity) | Assist with implementation of PAN Business Plan.  Financial Management |
| **Supervision Required**  **(Daily, Weekly, Monthly)** | Monthly formal feedback. Should be able to function independently. |
| **Pressure of Work / Physical Effort**  **(Normal, Variable, Consistently High)** | Normal to High |
| **Working Conditions**  **(Office, Field, Machine Shop, etc.)** | Office (80%); Field (20%), consulting with stakeholders. |

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| F. JOB SIGN-OFF | | | |
| Responsible Manager | Chief Executive Officer | Date |  |
| Job-Incumbent | Manager: Finance and HR | Date |  |