



ASSISTANT FINANCIAL MANAGER

The Position

Accountable for the efficient, financially secure and law-abiding handling of account and business transactions of Gondwana Collection Namibia. The department is based at Windhoek head office and accountability includes the working accounts of all profit centres in Namibia.

Generic Expectations

- Respectful and mindful communication
- Full support of the Gondwana Philosophy: balancing financial, social and environmental company commitments.
- Act as an ambassador of Gondwana Collection and Namibia, as a tourist destination

Main Expectations

- Assist with compiling yearly budgets.
- Ensure that forecast and budgets are prepared as required.
- Prepare final Audit files and year end journal entries
- Manage programs and set plans to ensure that goals are met accordingly
- Prepare and submit financial reports on a monthly basis or as required
- On a monthly basis examine all accounting procedures ensuring accuracy and compliance to all policies and procedures
- Supervise and maintain all bank accounts and all internet banking
- Ensure that all the proper accounting control procedures are applied
- Prepare monthly analytical reviews
- Monitor revenues and expenditures, recommends and takes action to assure sound fiscal control.
- Oversee accounts payable and receivable as well as payroll processing
- Maintain positive relationship with internal and external customers



Competencies required

- A passion to host our guests
- Fluent in English. Afrikaans and German will be an advantage
- Minimum 5 years experience
- Skilled in planning and organisation with a mind to the future
- Mentoring and training of staff
- Education background in the field of Finance required
- Business oriented
- Have excellent time-management skills
- Passion for the Environment and ability to monitor an Environmental Management Plan
- Computer Skills (Experience in Innkeeper, Microsoft Office and Accounting systems)
- Must be a team player

Submit concise CV to cv@gcnam.com