



SOS Children's Villages Namibia

Employment Application Form

Thank you for your interest in employment with SOS Children's Villages Namibia.

Please complete all sections of this employment application form. All fields are mandatory, unless otherwise indicated. Applicants must submit this completed application form together with all required supporting documents, including:

- A detailed Curriculum Vitae (CV)
- Certified copies of academic and professional qualifications
- Valid certificate of conduct/receipt of application
- A certified copy of your Identification documents
- Any other documents specified in the vacancy advertisement

SOS Children's Villages Namibia's completed employment application form and all supporting documents must be submitted by email to recruitment.hr@sos-namibia.org before the closing date stated in the vacancy advertisement.

Only shortlisted candidates will be contacted.

Position Applied For:

Location:

Date of Application:

SECTION A: PERSONAL INFORMATION

Surname:

First Name(s):

National ID/Passport No.:

Date of Birth:

Gender:

☐ Female ☐ Male

Nationality:

Race

☐ Black ☐ White ☐ Other: _____

Marital

☐ Single ☐ Married



Home Languages Spoken:

SECTION B: CONTACT DETAILS

Residential Address:

Mobile Number:

Email Address:

Section C: Driver's License

Do you have a valid driver's licence? ☐ Yes ☐ No

Section D: Eligibility to Work

If you are None – Namibian , are you legally eligible to work in Namibia? ☐ Yes ☐ No

Section E: Educational Qualifications and Certifications

Qualification	Institution

Certifications if applicable

Section F: Employment History

Employer 1

Employer:

Position:

Period (From - To):

Reason for Leaving:

**Employer 2**

Employer:

Position:

Period (From - To):

Reason for Leaving:

Employer 3

Employer:

Position:

Period (From - To):

Section G: Criminal Record

Have you ever been convicted of a criminal offence? ☐ Yes ☐ No

If yes, please provide details:

Section H: Disability

Do you identify as a person with a disability? ☐ Yes ☐ No

Type of Disability

☐ Physical ☐ Visual ☐ Hearing ☐ Other:

Section I: Declaration

I declare that the information provided is true and complete. I authorise SOS Children's Villages Namibia to verify the information provided for recruitment purposes. ☐

JOB DESCRIPTION

Accountant

Position title: Accountant

Working location: Ondangwa

Supervisor: Regional Manager

Country : Namibia

Job Purpose:

The accountant is responsible for controlling and overseeing all financial operations and financial administration activities at the SOS Children's Village Program Location. This includes ensuring strict adherence to organizational financial policies, procedures, and compliance frameworks. The incumbent will be responsible for receiving and processing payments, tracking donations and expenditures, maintaining accurate financial records, processing the general ledger, reconciling accounts, controlling cash and bank transactions, and preparing timely and accurate financial reports in line with the SOS financial policies and procedures, Donor compliance requirements and the Namibian Statutory obligations. The accountant is responsible for maintaining timely and accurate financial information and records at the program office level in compliance with SOS Children's Villages Namibia's financial policies, donor compliance regulations, and the Namibian statutory obligations. The role supports effective budget execution, ensures optimal asset utilization, robust risk mitigation and internal controls, supervision of the financial and logistical operations of the program location, and facilitates the smooth running of support services within the Program Location. This position functionally reports to the National Accountant for functional support and guidance on financial compliance and reporting under the leadership and direction of the Director Finance and Administration. This position administratively reports to the Regional Manager as the immediate line manager for day-to-day operational oversight.

1. KEY RESPONSIBILITIES

Financial Control & Compliance

- Implement and maintain finance policies, internal controls, and audit recommendations.
- Monitor budgets, forecast expenditures, and report variances.
- Process and post accounting transactions accurately and in line with procedures.
- Review and process payments and disbursements.
- Maintain cashbooks, journals, ledgers, and financial records.
- Perform monthly bank reconciliations, petty cash reconciliations, and cash counts.

Budgeting & Budget Control

- Assist in preparing annual and program budgets.
- Monitor expenditure against approved budgets.
- Report on budget variances and financial performance.
- Ensure compliance with donor requirements and budget frameworks.

Financial Reporting & Documentation

- Prepare monthly, quarterly, and annual financial reports.
- Maintain accurate audit trails and supporting documentation.
- Keep records of income, expenditure, donations, grants, and vouchers.

Donor Compliance & Audit Support

- Ensure financial records are complete and audit-ready.
- Support internal, external, and donor audits.
- Maintain donor financial records according to grant agreements and reporting schedules.

Cash & Asset Management

- Maintain and update fixed asset registers.
- Conduct inventory checks and asset verification exercises.
- Manage petty cash and banking operations.
- Monitor cash flow and prepare cash requests.
- Ensure correct allocation of donor funds.
- Reconcile travel advances, work advances, and household allowances.
- Manage donations-in-kind, including valuation, recording, storage, and disposal.

Program Support & Coordination

- Provide financial and administrative support to program teams.
- Support compliance reviews and audit processes.
- Train staff on financial procedures, procurement, and compliance requirements.
- Support implementation of financial systems and internal controls.
- Identify staff training needs and support capacity building.
- Participate in performance appraisals and staff assessments.

Logistics & Procurement

Internal and External advert

- Serve as an advisory member of the procurement committee.
- Monitor fuel usage, vehicle servicing schedules, and logbooks.
- Oversee inventory, asset maintenance, and insurance records.
- Coordinate facility management, utilities, repairs, and general administrative services.

Qualifications & Experience

- Grade 12 Certificate with commerce subjects.
- Bachelor's Degree in Accounting and Finance (NQF Level 7) or equivalent.
- Minimum 3 years' experience in a financial accounting environment.
- NGO or donor-funded project experience is advantageous.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Power BI).
- Experience with ERP/accounting systems such as Microsoft Dynamics 365, Navision, Pastel, or QuickBooks.
- Knowledge of International Accounting Standards, Namibian tax laws, and financial regulations.

Key Competencies

- High integrity and confidentiality.
- Strong organizational and time-management skills.
- Attention to detail and analytical thinking.
- Strong numerical and financial skills.
- Effective communication and report-writing abilities.
- Ability to work independently and within a team.
- Ability to work under pressure and meet deadlines.
- Commitment to the mission and values of SOS Children's Villages.

Key Stakeholders

- Regional Manager, National Accountant, Director Finance & Administration.
- HR & OD Officer and Program Staff.
- National Director and Program Beneficiaries.
- Auditors, vendors, banks, donors, funding partners, and community stakeholders.

SAFEGUARDING



Responsibility to safeguard and promote the welfare of children, young people and adults, and must adhere to and promote the organisation's safeguarding policies and procedures

This job description outlines the general scope of activity and the basic tasks and responsibilities associated with this position. It is subject to change annually in the course of performance appraisal. It may be supplemented with a more detailed definition of tasks, responsibilities and involvement in processes.