

Namibian Society of Composers and Authors of Music

(An Incorporated Association not for gain) Reg. No. 21/93/338

NASCAM House No. 5 Johnson Street Eros, WINDHOEK Namibia P.O.Box 86500, Eros



WE ARE HIRING A FINANCE & ADMINISTRATION OFFICER LOCATION: WINDHOEK

Objective of the Position

To ensure effective financial and administrative operations by managing accounting processes, supporting budget and reporting functions, and providing human resource support. The role contributes to the overall efficiency and compliance of NASCAM's financial and HR systems. This position reports directly to the **HOD Finance and Administration**.

Main Responsibilities

- Handling of all creditors' functions, including verifying, reconciling, capturing and processing creditors' invoices.
- Handling of all debtors' functions, including raising customer invoices and issuing customer statements
- Performing Cashbook processing and bank reconciliation
- Budget Management support including assisting in budget preparation and monitoring.
- Financial Reporting support in the preparation of month end and year-end financial reports.
- Maintaining accurate up to date financial records and filing system.
- Providing human resource management support with payroll processing and administration.

Required Qualifications and Experience

- Grade 12 or equivalent.
- Bachelor's degree in accounting, finance, public management or equivalent NQF level 7.
- Proficient in SAGE Pastel Accounting Packages.
- Proficient in SAGE Payroll System.
- Computer Literacy: MS Office (MS Word, PowerPoint, and Excel).
- Valid driver's licence (Code 8).
- At least 3 years of practical experience in financial management functions.
- Experience in Human Resources Management is an added advantage.

Key Skills and Competencies

- Strong financial and analytical skills
- Excellent attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Knowledge of financial regulations and compliance
- Effective communication and interpersonal skills
- Problem-solving and decision-making abilities
- Confidentiality and integrity in handling sensitive information

Personal Attributes

- Highly organized and self-motivated
- Professional and ethical conduct
- Team player with a collaborative mindset
- Adaptable and resilient under pressure
- Proactive and solution-oriented
- Commitment to continuous learning and improvement

Application Procedure

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobportunities.net. Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

Deadline: 25 August 2025