

Job Posting: Admin and Finance Manager

Who we are?

OperFin is a leading, online transaction management platform for real estate, closing and mortgage. We are leading the digitalization efforts in Namibia: a one-stop shop for surveying, document hosting and processing.

OperFin's tech-enabled and operations-driven platform efficiently connects home buyers to mortgage providers across the country. Our system brings transparency, flexibility, reliability and speed to the home loan process.

Next steps

1. Send a copy of your CV and a customized cover letter for the specific position you are applying for to hr@operfin.com by November 20, 2019.
2. When applying for this position, use the following subject line in your email correspondence to our team: "[Full Name] - Admin and Finance Manager"
3. Only qualified candidates who follow instructions carefully and professionally will be considered.
4. On your cover letter, please describe how your job experiences and qualifications make you the best person for the job.

Job Responsibilities:

- Manage financial and administration activities to achieve financial goals.
- Create and maintain a filing system for finance & administrative documents.
- Monitor and manage expenditures within allotted budget.
- Manage all outgoing invoices and trade receivables.
- Develop and maintain standard financial & administrative procedures.
- Work closely with Management in preparation of monthly operational budgets.
- Review all invoices and make the relevant payments in a timely manner.
- Assist in implementing standard accounting policies.

- ⦿ Ensure the preparation and maintenance of all financial records.
- ⦿ Prepare all monthly and annual finance reports in a timely fashion.
- ⦿ Input, calculate and prepare monthly expense reports and VAT claims.
- ⦿ Prepare and manage payroll processing and tax filing activities.
- ⦿ Provide training and guidance to future team members.

Who are you?

You are a motivated and pro-active self-starter with high attention to detail and a can-do attitude. You enjoy working in a team in a fast-paced environment.

You meet the following requirements:

- ⦿ Bachelor's Degree, or higher education, in accounting, audit or other related field.
- ⦿ Full knowledge of MS Office, Gmail, Outlook.
- ⦿ Minimum 5 years of relevant experience, with at least 2 years in a supervisory or managerial position.
- ⦿ Knowledge and experience using accounting and payroll systems (please specify this on your cover letter).
- ⦿ Knowledge of income tax and VAT audit processes.