



NAMIBIAN FOUNDATION FOR THE CONSERVATION OF SEABIRDS

Job Description Template

JOB DESCRIPTION

Category	Notes
Position	Financial Administrator
Level	Mid-Level (3 Years experience minimum)
Contract Type	Fixed-Term (Annual)
Reports To	Operations Manager
Remuneration Band	
Last Updated	08 September 2026

Section 1: Job Purpose

The **Financial Administrator** plays a critical role in ensuring the smooth and efficient financial and procurement operations of the Lüderitz-based office and rehabilitation centre. This includes managing daily financial functions, supporting logistics for field operations, maintaining accurate financial records, procurements, and serving as a point of contact between financial operations, partner institutions, and senior management. The role provides essential support to the financial management and procurement functions of the office, including petty cash management, transaction documentation, and coordination of procurement processes in accordance with organisational and donor policies. The position requires strong financial administration and procurement skills, along with excellent organisational and communication abilities, capable of managing multiple tasks in a dynamic marine and conservation environment.

Section 2: Key Responsibilities

The **Financial Administrator** will support financial management, procurement, administration, and operational functions of the Lüderitz office and its associated fieldwork and rehabilitation activities.

Key areas of responsibility include:

A. Finance and Procurement Management

- Maintain daily bookkeeping records, assist in financial reconciliations, and support monthly reporting processes.
- Ensure adherence to all financial procedures, including budgeting, accounting, and procurement policies (organisational and/or donor-related).
- Ensure expenses are correctly captured and compile monthly reconciliation reports. Comparing monthly planned expenditure against actual spend and flag any discrepancies.
- Support procurement procedures by obtaining quotes, processing purchase orders, inspection of invoices and orders, and tracking deliveries efficiently.

B. Administration & Office Support

- Coordinate and maintain the office's administrative systems, including correspondence, filing, scheduling, and visitor logistics. Ensuring the office functions smoothly on a day-to-day basis. Support the daily management and coordination of the office, providing administrative support including drafting correspondence, filing, scheduling and visitor management.
- Provide support services to the management of Association Members, Donors, and Stakeholder Engagement; ensuring information is accurately captured across the digital database (where necessary).
- Ensure all inventories related to office, field, and rehabilitation activities are regularly updated, well maintained, and accessible.
- Coordinate meetings and travel logistics for staff and visiting teams.
- Source suppliers and obtain quotes for goods and services.
- Evaluate supplier proposals and bids.

- Prepare and process purchase requisitions and orders.
- Undertake any other administrative or secretarial duties as assigned.
- Serve as administrative liaison with stakeholders, service providers, and partner institutions.

C. Fleet & Asset Management (Vehicles, Dinghies, Boat & Equipment)

- Manage the NAMCOB fleet, including vehicles, dinghies and boats, ensuring operational readiness and compliance with all organizational and legal requirements.
- Liaise with service providers and garages for the maintenance and repair of all vehicles and boats.
- Ensure timely service and routine maintenance schedules are adhered to; keep and update all maintenance records.
- Monitor and reconcile monthly fuel usage and mileage across all vehicles and boats.
- Keep accurate logs of all fleet inventory and conduct monthly verification checks.
- Ensure that all vehicles, dinghies boat and equipment (office and field) are properly registered, and any recurring compliance deadlines are met (i.e. vehicle licenses) with up-to-date files and documentation accordingly.
- Ensure that all consumables and supplies are purchased in a timely fashion to ensure smooth operations.
- Ensure incident/accident reports are properly filed and forwarded to the relevant partner organisation, insurer, or donor as required.

Section 3: Key Performance Indicators

Financial & Bookkeeping Support

- **Transaction Accuracy:** 95% of bookkeeping entries submitted without error.
- **Reconciliation Timeliness:** Monthly reconciliations completed and signed off within the 5th working day of each month.
- **Procurement Compliance:** 100% of procurements following internal procedure and / or donor procedures accordingly.
- **Financial & Budget Report Submission:** All required finance reports submitted to the Operations Manager on or before deadline.

Administrative & Office Support

- **Document Turnaround Time:** 75% of administrative requests completed within 72 hours.
- **Meeting & Minute Management:** 95% of scheduled meetings successfully supported (agendas/minutes distributed on time).
- **Inventory Accuracy:** Number of discrepancies found during monthly inventory audits (target: ≤2).
- **Visitor Handling:** % of visitors and calls handled professionally and efficiently (via internal feedback/survey).

Fleet Management

- **Vehicle/Dinghies/Boat Service Adherence:** 100% of scheduled services completed on time.
- **Fuel Reconciliation Timeliness:** Monthly reconciliation reports submitted by the 5th working day of each month.
- **Accident Reporting:** 100% of accidents/incidents reported within 24 hours.
- **Fleet Records Accuracy:** No. of missing/incorrect entries in vehicle logbooks or service files (target: 0).

General Performance & Responsiveness

- **Task Completion Rate:** 90% of assigned tasks completed on or before deadline.
- **Feedback from Operations Manager:** Qualitative rating from direct supervisor during quarterly / bi-annual check-ins.
- **Adaptability & Travel Readiness:** Availability and responsiveness to undertake occasional travel assignments or work flexible hours during a time of crisis.

Section 4: Skills & Qualifications

This is a mid-level position with a minimum of three years' experience required. Candidates should possess a diploma in Financial Management (or similar) and demonstrate strong background in financial management and an extend of logistics/procurement management. Experience in an NGO, donor-funded, or small-organisation environment is advantageous.

Preference would be given to candidates demonstrating knowledge of:

- Bookkeeping fundamentals,
- Budget Monitoring,
- Procurement basics,
- Familiarity with accounting packages (e.g. SAGE, QuickBooks, or Xero)
- Excel/Spreadsheets proficiency,
- Numerical accuracy, and
- Basic organisation / administration skills

Furthermore, candidates should demonstrate the following competencies:

- Strong **interpersonal and communication skills**, with the ability to manage sensitive and confidential information with tact, professionalism, and diplomacy.
- Strong **language skills**: Excellent command of English (spoken and written); proficiency in other Namibian languages is an advantage.
- Strong organisational and planning skills.
- Excellent working knowledge of **Microsoft Office applications**, including Word, Excel, Access, and PowerPoint; familiarity with cloud-based systems (e.g., SharePoint or Google Drive) is advantageous.
- Ability to work independently.
- Preference is given to Lüderitz-based candidates.

Section 5: Work Environment

The Financial Administrator will be based in **Lüderitz, Namibia**, with occasional field / travel work required. During these field assignments, accommodation and meals will be provided in accordance with the organisation's field operations policy. Due to operational requirements, overtime may be pre-approved by the line manager and compensated with **time in lieu**.

The role may require adaptability to remote, and occasionally harsh working conditions, as well as the ability to work effectively within a small team. When working from **Lüderitz**, standard working hours are from **08:00 to 17:00, Monday to Friday** apply.

Under extenuating circumstances, pre-approved work on weekends (Saturdays or Sundays) may be required and would be compensated with **time off in lieu**, in accordance with the organisational policies.

Reporting Line:

You will report directly to the **Operations Manager** (or any designated supervisor appointed by the Operations Manager or NAMCOB Management) and work closely with the Seabird Ranger Coordinator on operational logistics activities.

Key Working Relationships

- **Internal:** Seabird Ranger Team, Rehabilitation Team, Namibia Nature Foundation (NNF) & NAMCOB Finance, Admin and HR Staff.
- **External:** Ministry of Agriculture, Fisheries, Water and Land Reform (MAWFLR), collaborating researchers, and field support personnel; Ministry of Environment, Forestry and Tourism (MEFT), Donors, tourists, suppliers, tourists, community members, volunteers.
- Any other relevant stakeholder that may contribute towards the Vision and Mission of NAMCOB.

Section 6: Changes to Scope

NAMCOB reserves the right to modify or amend the scope of duties and responsibilities outlined in this job description, as required by the needs of the organisation. This may include adjustments to work locations, work schedules, or the addition of new tasks related to office management, financial management, logistics and secretarial work. Any such changes will be communicated promptly to the Financial Administrator.

The role may evolve in response to changing operational demands, environmental factors, or organisational priorities. The Financial Administrator will be expected to adapt to these changes and continue to contribute effectively within the revised scope of the position.

Should funding for this position no longer be available, NAMCOB reserves the right to terminate the contract in line with the terms of the **Fixed-Term Employment Contract**. Any such termination will be carried out in accordance with the relevant legal and contractual obligations.