

**Employment Status :** Permanent

**Job Location :** 2, Schutzen Street, City Center, Windhoek

Since 2010, the French company InnoVent, through its Namibian subsidiary InnoSun, has been developing solar and wind projects in Namibia. In 2015, InnoSun built the country's first solar power plant and in 2017, the first wind farm. Today, operating five power plants of 5MW each and constructing over 60MW of new plants, InnoVent/InnoSun holds a leading position in Namibia and continues to develop new innovative projects across Southern Africa. In order to optimize the operation of the local subsidiary and to support its expansion, InnoVent/InnoSun is recruiting an **Administrative and Finance Supervisor**.

More informations: [www.innovent.fr](http://www.innovent.fr)

## Position Overview

Supervised by the Chief Financial Officer and working closely with the local team and headquarters in France, the **Administrative and Finance Supervisor** will be responsible for managing and coordinating the administrative and finance operations of the InnoSun group of companies. This role requires good leadership, financial acumen, and administrative expertise to ensure smooth operations and compliance with local and international standards.

## Key Responsibilities

### Administrative Responsibilities:

- Ensure compliance with local regulations, including **tax clearance certificates, fitness certificates, visas, permits, and basic legal documentation**.
- Maintain and update **company records, statutory compliance, and internal documentation**.
- Understand, maintain and update basic internal and external company contracts and agreements (leases, insurances, loans, etc.).
- Engage with government bodies such as the MME, MEFT, MHA for **regulatory** and **visas** requirements.
- Handle office management, including procurement of supplies, building management and general operational efficiency.
- Ensure compliance with social security, medical aid registration, and HR-related policies, and other payroll related tasks.
- Maintain, manage and improve filing systems.
- Maintain up-to-date KYC, FIA, and FICA records with banks, including bank cards, opening and closing accounts, authorisations.
- Handle car license renewals and coordinate vehicle maintenance.

- Provide hands-on support across ad hoc Finance, HR, Admin, Maintenance, and Office Management tasks.
- Depending on profile, the **Administrative and Finance Supervisor** could be assisted by an administrative assistant – to be recruited.

#### Financial responsibilities :

- Assist the Finance team in France and Namibia with financial processing, reporting, budgeting, and cost control measures.
- Work in collaboration with the accountants (EY) and assist with management account reviews and optimization
- Assist with audits requirements
- Liaise with **accountants, banks, suppliers, and subcontractors** to ensure smooth financial operations.
- Supervise financial compliance procedures.

### Required Qualifications & Skills

- Bachelor's degree in **Business Administration, Finance, Accounting, or a related field**.
- Minimum of **3-5 years of experience in administrative and financial management**.
- Good knowledge of **accounting and governance principles, financial reporting, and compliance regulations**.
- Excellent organizational, leadership, and multitasking skills.
- Proficiency in **Microsoft Office Suite**.
- Strong **interpersonal and communication skills**, with the ability to liaise with diverse stakeholders.
- Ability to maintain confidentiality and handle sensitive financial and administrative matters with discretion.

### Preferred Qualifications

- French speaking
- Master's degree in a relevant field.
- Professional certifications such as **CPA, CMA, or equivalent**.
- Experience working in the **renewable energy, infrastructure, or international business sectors**.

### Benefits

- Competitive salary package.
- Health insurance, pension scheme, and other employee benefits.
- Opportunities for professional growth and career advancement.
- A dynamic and innovative work environment in the renewable energy sector.

### Application Process

Interested candidates should submit a **resume and cover letter** to **[ttorne@innosun.org](mailto:ttorne@innosun.org)** with the subject line "**Application: Administrative and Finance Supervisor**".

**Application Deadline:** 15/08/2025

INTERESTED?

Send your application to [ttorne@innosun.org](mailto:ttorne@innosun.org)