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## EMBASSY OF THE REPUBLIC OF NAMIBIA

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42, rue Boileau  
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### **JOB ADVERTISEMENT: FINANCE ADMIN ASSISTANT**

The Embassy of the Republic of Namibia is seeking a highly motivated and qualified individual to fill the position of **Finance Admin Assistant**. This role is integral to the efficient financial and administrative operations of the Embassy.

**Position Title: Finance Admin Assistant**

**Location: Paris, France**

**Contract Type: Full-time, initially for four years, renewable subject to applicable conditions.**

**Salary: Competitive, commensurate with experience**

#### **KEY RESPONSIBILITIES:**

- Assist in the preparation and management of financial records, including budgets, expense reports, and invoices.
- Process payments, maintain accurate bookkeeping, and ensure compliance with financial regulations.
- Support the preparation of monthly, quarterly, and annual financial reports.
- Reconcile bank statements and monitor cash flow.
- Manage procurement processes and maintain records of Embassy assets and inventory.
- Provide administrative support, including handling correspondence, scheduling meetings, and maintaining filing systems.
- Liaise with internal and external stakeholders on financial and administrative matters.
- Assist in the implementation of Embassy policies and procedures.

#### **QUALIFICATIONS AND SKILLS:**

- A minimum Professional Qualification/Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Minimum of 2 years of relevant experience in financial administration or a similar role.

All official correspondence must be addressed to the Head of Mission

- Proficiency in financial software and Microsoft Office Suite, especially Excel.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Attention to detail and a high level of accuracy in work.
- Ability to work independently and as part of a team.
- Knowledge of local financial regulations and practices is an advantage.

**WHAT WE OFFER:**

- A dynamic and multicultural working environment.
- Opportunities for professional growth and development.
- A supportive and collaborative team culture.

**HOW TO APPLY:**

Interested candidates should submit the following documents to **[namparis@embassyofnamibia.fr](mailto:namparis@embassyofnamibia.fr)** by **17 March 2025**:

1. A detailed CV (maximum 2 pages).
2. A cover letter outlining your qualifications and experience relevant to the position.
3. Certified copies of relevant academic certificates
4. Two (2) contactable references
5. Candidates must submit a valid Police Clearance Certificate (extrait de casier judiciaire) issued within the past six months.

**Subject Line:** Application for Finance Admin Assistant – [Your Full Name]

**Note:** Only shortlisted candidates will be contacted for interviews.

Join us and contribute to the effective financial and administrative management of our Embassy!