

The Organisation

Our client is a donor funded organization and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

ACCOUNTANT

The Position

The incumbent will be working closely with the Senior Accountant in capturing and tracking day-to-day accounting transactions and proper filing of financial documents.

Key areas of focus

- Enter accounting data into Pastel computerized accounting system.
- Preparation of payment vouchers, including loading payments on business online.
- Assist the Senior Accountant with preparing VAT returns.
- Liaising with suppliers and service providers.
- Filing of financial records.
- Assist with the preparation for the audit.
- Reconciliation of travel advances.
- Work closely with the procurement office and program staff.
- Any other duties assigned.

The Person

Minimum requirements

- A Diploma in Accounting/Finance with three years working experience or a Bachelor Degree in Accounting/Finance with one year working experience.
- Strong knowledge of principles, concepts and methodologies of accounting.
- Exposure to donor funded project environments will be a distinct advantage.
- Knowledge of the Namibian Income Tax and VAT Acts.
- Knowledge of Pastel accounting software required.
- Demonstrated knowledge of accounting and cash control processes required.
- Ability to work effectively in a fast-paced environment where priorities may change frequently.
- Strong communication skills.
- Knowledge of MS Excel and MS Word required.
- Namibian citizenship.

Interested?

Our client is an equal opportunity employer offering an attractive package commensurate with qualifications and experience. The closing date is **03 October 2018** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to admin8@potentia.com.na for the attention of **Ms. Tangi Mumbalu**. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. **Kindly be advised that all selected candidates will be required to undertake an assessment test. Only electronic text version CV's will be accepted. We reserve the right not to make any employment offer. We reserve the right not to make an appointment.**