

### The Company

Established in 2010, our client is a pioneer of the cement manufacturing industry in Namibia, owning one of the most modern cement plants in Africa. Constructed over two years by a leading international engineering company, with local companies involved in the provision of infrastructure and the building of civil works, at a total initial investment of N\$ 2.5 billion. Since then, the company has further invested into a composite cement plant, a third packaging line, and a new depot in Ondangwa, bringing the total investment to date above N\$ 3 billion. Our client is a volume-driven organisation and they have an annual production capacity of over 1 million tonnes of high-quality cement for both domestic and special project consumption. An important player in the Namibian economy, they have reduced unemployment and capacitated staff through skills development, ensuring the delivery of cement of world-class quality to Namibia and abroad.

To ensure the continued sustainability and excellence of this cement plant, the company is in search of a self-driven, independent, dynamic, and technically astute individual; someone who will contribute to the position of Accountant and add to the success of the organisation. The incumbent will be based at Head Office in Windhoek.

### The Position

An ideal opportunity exists for an individual from an auditing background to gain practical industry exposure by way of a structured and systematic training and accompanying handholding process. Reporting directly to the Senior Accountant, he/she will be responsible for all reconciliations and reporting levelled at an Accountant level. Such activities include preparing journal entries, accruals, and bank reconciliations up to Trial balance. The incumbent will be actively involved in processing monthly payments to vendors and reimbursements of employee expenses; processing and uploading monthly transport invoices in close collaboration with the logistics division; assisting with financial audit support documentation, confirmations and general audit preparation/queries. Furthermore, prepare and file vat returns on ITAS, and liaise with the Ministry of Finance. Moreover, he/she will be responsible for controlling debtors, creditors, banking, and assist with month-end transactions. Overall, the successful candidate must be highly adaptable and responsive to the current economic climate. He/she must be able to easily adapt to the increasing and ever-changing demands placed on the organisation. The incumbent must therefore be career-driven, curious, and be willing to undertake tailored career development training that will be made readily available on an ongoing basis. This position offers prospects for continuous job stimulation and growth, and is ideally suited to an individual who seeks an opportunity to actualise his/her potential by exerting all necessary effort, interest and personal competence in contributing meaningfully. Prospects for the scope to be broadened over time and the possibility of upward mobility exists.

#### Key areas of focus:

- **Monthly management of accounts:** Perform month-end, routine accounting duties, including preparation of journal entries, accruals, and reconciliations of bank accounts.
- **Accounts Receivable:** Perform all accounts receivable duties, including submission of account statements, proof of deliveries, processing receipts, and follow up on collections of outstanding debts.
- **Vendors:** Oversee payments to vendors and reimbursements of employee expenses timeously.
- **Audits:** Assist with financial audit preparations and queries, as well as VAT/Customs audits as required.
- **Vat:** Preparation and filing of VAT returns on ITAS and liaising with the Ministry of Finance.
- **Reporting:** Assist with timeous monthly financial reporting as per the holding company's submission schedule.
- **Debtors and Creditors:** Oversee the complete debtors and creditors scope.
- **Support to the Senior Accountant:** Field and resolve all plant-related queries submitted by the Controlling Manager and internal stakeholders.
- **Ad hoc:** Assist with any other ad hoc functions as required.

### The Person

#### Minimum requirements:

- A Bachelor's Degree in Accounting or Finance from a recognised tertiary institution.
- At least 5 years' experience in financial services, auditing, or similar industry.
- SAP or any other ERP knowledge would be a distinct advantage.
- Advanced skills in Microsoft Excel is non-negotiable.
- Fluency in English.

#### Competency requirements:

- Ability to work under pressure and meet deadlines.
- Strong analytical, problem solving, and communication skills.
- Proactive, collaborative with a solutions-oriented mindset.
- A sound level of stress tolerance, discipline, and decisiveness.
- Demonstrate good technical and conceptual aptitude.
- Team player, agile with good relationship building skills.
- Objective, results-driven and a highly compliant individual.
- Exceptional ethical and integrity standards.
- Ability to organise own workload, take initiative and apply good judgment.
- Proven ability to operate in a commercial environment where deadlines are non-negotiable.

### Interested?

Closing date **23 October 2020**

Email your CV to [info@potentia.com.na](mailto:info@potentia.com.na)

Please be advised that all applications will be handled exclusively by Potentia Namibia Recruitment (Pty) Ltd and all selected candidates will be required to undertake an assessment test. Only electronic CVs will be accepted.