

WE HAVE A VACANCY FOR AN ACCOUNTANT, BASED IN WALVIS BAY

Primary purpose for this position

This position consists of analyzing financial information and preparing financial reports and maintaining record of assets, liabilities, profit and loss, tax liability, or other financial activities within Bachmus.

Key functions and responsibilities

- Prepare and analyze monthly financial reports.
- Ensure compliance with industry standards and regulations.
- Daily and weekly review of debtors and creditors ageing for accuracy.
- Weekly review of clearing accounts and petty cash accounts.
- Monitor the cashflow position of the company and provide a cashflow forecast to the FM on a monthly basis.
- Monthly review of creditors reconciliations for preparation and authorization of payments.
- Compilation of VAT reconciliations, reviews of VAT codes used and compliance with the VAT Act. Ensure timely submission of returns on ITAS and follow up with Namra on outstanding VAT returns.
- Monthly update of fixed asset register.
- Assist with yearly tax calculations for review by the FM.
- Assist with the annual FY forecasting and budget process.
- Assisting the FM with financial year end preparations and the audit file to the auditors.

Minimum requirements for this position

At least 3 - 5 years' experience in a senior finance/accountancy position

B.Com (Accts) or similar qualification

Namibian citizen

Excellent communication and leadership skills

Knowledge of Accumatica (will be an advantage)

Strong proficiency in MS Office

Valid driver's license

Excellent knowledge of VAT, IFRS & accounting principles

Proven ability to lead, mentor, and manage teams effectively

Vacancy closes: 28 February 2025