



### **JOB OPPORTUNITY: ASSISTANT ACCOUNTANT**

Gecko Namibia Holdings (Pty) Ltd is a 100% Namibian owned company and is an equal opportunity employer. Gecko offers competitive remuneration packages, relative to the successful candidate's skills level and experience.

We are seeking a dedicated and detail-oriented Assistant Accountant to join our finance team.

**Type of Employment:** Permanent (3 Months' Probation)  
**Location:** Head Office: Swakopmund  
**Reporting to:** Accountant

#### **Job Overview:**

Assist in various financial tasks, ensuring accuracy in financial records, and contributing to the overall financial health of our organization.

#### **Minimum Requirements:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience as an accounting intern or assistant accountant (1-2 years).
- Familiarity with accounting software (Pastel Evolution) and proficiency in Microsoft Excel.
- Understanding of basic accounting principles and financial regulations.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Detail-oriented with a commitment to accuracy in financial data.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Valid code 08 drivers licence

#### **Main functions of the position:**

- Ensure compliance with IFRS and VAT/Tax Act
- Preparing statutory payments for review and submission
- Reviewing of creditors reconciliations
- Preparing of VAT, Import VAT, Provisional Tax returns for review and submission
- Liaising with the Receiver of Revenue to solve any outstanding VAT/Tax queries and ensuring that the company is in good standing with the Receiver of Revenue
- Preparation of general ledger reconciliations
- Daily bank and month-end journal processing
- Reconciling of inter-company loan accounts
- Assisting the Accountants with month-end and year-end file
- Maintain asset registers
- Assisting with Audit related queries
- Performs other duties as assigned or required

To apply for this vacancy please visit [www.jobopportunities.net](http://www.jobopportunities.net). Applications for the above position will only be accepted via the recruitment portal, [www.jobopportunities.net](http://www.jobopportunities.net).

**Applications received that do not meet the criteria will not be considered.**

**Only shortlisted candidates will be contacted.**

**Closing date for applications is Friday, 7<sup>th</sup> February 2025**