

MUNICIPALITY OF OKAHANDJA



The Garden Town of Namibia

EXTERNAL ADVERTISEMENT

Municipality of Okahandja invites all interested candidates with necessary qualifications and experience to apply for the following vacant position:

Post: A	1X ACCOUNTANT GENERAL LEDGER
Paterson Job Grade	C4
Department	Finance, IT & Asset Management
Division	Finance
Remuneration scale & Benefits	Minimum 320,045 p.a – Maximum 401,466 p.a Housing Allowance: N\$ 64,009.00 p.a (20% of Basic Salary) Transport Allowance: N\$10,512 p.a

MAIN PURPOSE OF THE JOB

To maintain the General Ledger. To assist the immediate superior in the compilation of Annual Financial Statements, Operating Budget, and Capital Budget, and to ensure the proper administration of all contracts, insurance and agency projects. To maintain an effective Cost Management and Accounting systems.

KEY PERFORMANCE AREAS

1. General ledger Management
2. Budgeting and financial statements
3. Internal audits
4. Systems and Reporting
5. Payroll and VAT
6. Council's Insurance Portfolio
7. Fleet Management
8. Asset register and inventory control
9. Staff supervision and Development

MINIMUM JOB REQUIREMENTS

Education & Experience:	<ul style="list-style-type: none">• Diploma in Accounting and Finance Level (6), with 5 years' of relevant Accounting experience, preferably in local authorities with exposure to general ledger functions, revenue, creditors and budgeting. <p>OR</p> <ul style="list-style-type: none">• B Degree in Accounting/Finance Level (7), with 3 years' of relevant Accounting experience, preferably in local authorities with exposure to general ledger functions, revenue, creditors and budgeting.• At least 2 years should have been in a supervisory position.
Other requirements:	<ul style="list-style-type: none">• Knowledge and use of software programs for capturing financial statements and reports.• IPSAS & MUNSOFT

SKILLS AND COMPETENCIES:

- Strong knowledge of accounting principles and financial systems,
- Proficiency in MS Office and financial ERP systems,
- Analytical thinking, attention to detail, and sound decision-making,
- Good interpersonal, communication, and supervisory skills,
- Valid Code B driver's license.

Kindly forward your written application letter with attachment of certified copies of all relevant documents and testimonials from previous employer to the Attention:

**Human Resources Office,
P O Box 15,
OKAHANDJA**

**Or hand deliver in person to:
Human Resources Office,
65 Martin Neib Street,
Okahandja**

NB: All foreign qualifications should be accompanied by an evaluation report from NQA.
Only short listed candidates will be contacted. No documentation will be returned.
People with disabilities are encouraged to apply.

For more information please contact: +264 62 505 120/103

Advertised Date: 15 July 2025

Closing Date: 15 August 2025 @17h00