



VACANCY

Bookkeeper

Location: Windhoek

Company Introduction:

Our client, a junior exploration-stage mining company listed on the TSX Venture Exchange in Toronto, Canada, is offering a unique opportunity to an astute, proactive, and adaptable Bookkeeper. This role is ideal for a detail-oriented professional eager to establish sound financial structures and systems in a dynamic and growing organization. Following a recent amalgamation of one or more companies, the successful candidate will play a key role in building and maintaining robust financial processes.

Role Purpose:

The Bookkeeper will be responsible for accurate financial recordkeeping, ensuring compliance with Namibian tax regulations, and supporting the company's reporting requirements. This role requires a high level of accuracy, integrity, and the ability to work independently while contributing to the overall efficiency of the finance function.

Key Responsibilities:

- Record daily financial transactions (sales, expenses, payments, and receipts).
- Maintain and update the general ledger.
- Reconcile bank statements and company accounts.
- Process payments and maintain supplier accounts.
- Assist with payroll processing and statutory deductions (e.g., PAYE, Social Security, Employee Tax).
- Prepare VAT returns and ensure compliance with NamRA requirements.
- Support monthly, quarterly, and annual financial reporting.
- Maintain filing systems for financial documentation.
- Assist external auditors during audits.

Core Competencies:

- High numerical skills and attention to detail.
- Ability to prioritize tasks and meet deadlines consistently.
- Integrity and discretion with financial information.
- Strong written and verbal communication skills in English (additional local languages are a plus).
- Analytical thinking to identify and resolve discrepancies efficiently.
- Proactive, solutions-focused mindset.

Minimum Requirements:

- Certificate or Diploma in Finance or a related field.
- 3–5 years of relevant experience in accounting, bookkeeping, or financial administration.
- Proficiency in accounting software (e.g., Pastel, QuickBooks, Sage).
- Strong Microsoft Excel skills.
- Basic knowledge of tax compliance (VAT, PAYE).
- Good understanding of Namibian tax requirements (ITAS).

Additional Requirements:

- Knowledge of local accounting standards (IFRS) will be an advantage.
- A valid driver's license is highly preferred.

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Application Procedure:

If you meet the requirements for this role and are ready to contribute to the success of our client, please apply through our recruitment portal at www.jobopportunities.net. Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

Closing Date: 29 August 2025 @ 07:00 PM

Equal Opportunity Employer Statement:

Our client is an equal opportunity employer and encourages applications from all suitably qualified individuals.