

**VACANCY:** GRADUATE: ACCOUNTING & FINANCE  
**DUTY STATION:** OTJIWARONGO  
**DURATION:** FIXED CONTRACT: ONE (1) YEAR

**PURPOSE:**

To capture and allocate payments from customers for accounts receivable and to assist with monthly bank reconciliations.

**KEY PERFORMANCE AREAS, AMONGST OTHERS:**

- Download of bank statements and tracing of customers' accounts on the financial system.
- Capture/process of direct deposits to customers' accounts receivable.
- Do follow up on list of uncleared items for final capturing/processing of items to cashbook.
- Capture/process uncleared items on bank statements to the respected accounts.
- Maintain proper filing of bank statements and proof of payments provided by customers.
- Attach proof of payments to new connection workflow.
- Assist with daily and monthly bank reconciliations when required to do so.
- Ensure that list of uncleared items reduces to almost zero balance every month.
- Prepare monthly outstanding list for reporting.
- Maintain proper filing system.
- Handles all internal and external customer queries when needed.
- Supports and creates sound working relationships with co-workers/team members to resolve problems.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in accounting (NQF Level 7)
- General accounting experience with exposure to high volume data processing, Microsoft Office, exposure to accounting software (AccPac, Pastel, SAP, etc)
- Exposure to reconciliation and spreadsheets and accounting software.
- Overall average of 60% and above in academic performance (attach full academic record)

**SKILLS & ABILITIES:**

- Spreadsheets – Excel.
- Numeracy
- Customer service orientation.
- Analytical and Organizational skills.

*CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.*

Interested and qualified applicants are required to submit their applications to:

**Human Capital Section**

P. O. Box 560

Otjiwarongo

Or Email: [hr@cenored.com.na](mailto:hr@cenored.com.na) Or Hand Deliver their applications accordingly

**Closing Date: Tuesday, 23<sup>rd</sup> September 2025 @ 16h30**

Company Registration no: 2003/0153

**Directors:** K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)  
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko  
B-O Mapoha (Legal Compliance Officer/Company Secretary)

**Shareholders:** Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality

