

Vacancy at N/a'an Ku Se Wildlife Experience – HQ

An exciting and challenging opportunity is available for a **Bookkeeper** to join our team. The successful incumbent will be based at the N/a'an Ku Sê Head Office, 2 Chapman Street, Klein Windhoek

Overview

The Bookkeeper is responsible for managing day-to-day financial operations, including supplier and customer processing, reconciliations, stock checks, and maintaining accurate financial records. The role supports month-end reporting, audit preparation, and balance sheet reconciliations to ensure accuracy, compliance, and alignment with internal financial controls.

Key Responsibilities & Duties:

Supplier and Customer Processing

- Process supplier and customer invoices and payments.
- Maintain up-to-date supplier accounts and ensure regular reconciliations.
- Ensure accuracy and completeness of financial documentation.

Stock and Inventory Control

- Conduct regular stock checks and maintain accurate inventory records.
- Reconcile stock movements and investigate discrepancies between physical and financial records.

Month-End Support

- Prepare monthly journals and assist with month-end closing procedures.
- Perform balance sheet reconciliations and other supporting tasks as required.

Audit Support

- Assist in audit preparation by providing schedules, documentation, and necessary explanations.

General Financial Support

- Perform ad-hoc financial tasks and assist the Finance Manager with other bookkeeping and administrative duties as required.

Skills & Competencies:

Technical Skills:

- Strong understanding of accounting principles, reconciliations, and financial reporting.
- Proficiency in MS Excel and accounting software (experience with Payspace, Pastel, or similar systems advantageous).
- Attention to detail and strong numerical accuracy.

Soft Skills:

- Excellent communication and interpersonal skills.
- Strong organisational abilities and ability to manage multiple priorities.
- Ability to work independently and collaboratively within a team.
- Proactive, reliable, and solution-oriented approach.

Experience:

- **Minimum Experience:** At least 1 year of experience in a finance or audit-related role.

- **Preferred Experience:** Background in accounting or bookkeeping within the finance or SME environment, or customer-focused businesses.

Education & Qualifications:

- **Minimum Qualification:** High school diploma, ideally working towards a certificate or bachelor's degree in Finance, Accounting, or a related field.
- **Preferred Qualification:** Diploma or degree in Accounting/Finance.
- **Other Certifications:** Advanced MS Excel skills or certification will be an advantage.

Work Environment & Conditions:

- Office-based position located at Naankuse HQ.
- Occasional visits to sites, suppliers, or regulatory offices (NAMRA, NTB, etc.).
- Standard office hours, with occasional extended hours during month-end or audit periods.

Remuneration:

- A competitive salary package coherent to experience and qualification
- Membership of the Naankuse Medical Aid Group at own cost

Closing date for applications: 24 October 2025

To apply for this position, please follow the link or scan the QR code:

<https://forms.cloud.microsoft/r/VMqFmvnmrn>



Please note that we are an eco-friendly and paperless company, therefore hand-delivered CVs will not be accepted.

Only short-listed candidates will be contacted