

# Vacancy

**Position:** FINANCIAL ACCOUNTANT  
**Job Grade:** D1  
**Location:** Head Office, Windhoek

The incumbent reports directly to the Manager: Corporate Finance and will ensure production of monthly management (financial) reports and compilation of year- end file for audit purposes.

## KEY PERFORMANCE AREAS

- Oversee key balance sheet reconciliation task and produce management information for the Enterprise.
- Assist external auditors in the smooth running of audit process through preparation of monthly reconciliation files financials and supporting documents.
- Implement corrective actions on audit comments as per audit report..
- General Ledger Reconciliation & Financial Accounting Standards Enforcement.
- Producing of financial reports, monthly and on an ad-hoc basis.
- Cash Management and reconciliation.
- Monitoring and control Cash flow.
- Manage team that include accountant and assistants to ensure optimal performance.
- Establish and maintain internal accounting policies and procedures.
- Oversee all accounting functions, such as accounts payable and accounts receivable.
- To ensure that all administrative processes, filing, communication to and from the section are administered correctly and timeously and supervises staff members of the section.
- Authorization of creditors' payments
- Maintenance of company's insurance contracts.

## COMPETENCIES REQUIRED

### Knowledge:

- Knowledge of Accounting and IFRS.
- Relevant accounting packages such as Accpac, SAP, Sage, Pastel.

## SKILLS AND BEHAVIOURAL COMPETENCIES:

- Planning, analytical and report writing skills.
- Supervisory skills.
- Ability to work under pressure.
- Ability to work independently.
- Conflict management & Negotiation skills.
- Good Communication and interpersonal skills.

## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- B. Comm Degree, Majoring in Accounting/B. Accounting Degree.
- Five (5) years' experience of which 3 years in a supervisory position, in a computerized financial accounting environment.
- Completed audit articles would be an added advantage.

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply. Only shortlisted candidate will be contacted, and no documents will be returned.

Applications should be addressed to:

**The Chief Executive Officer**  
**Att: Executive: Human Capital & Strategy**  
**NHE Head Office**  
**7. Gen. Murtala Muhammed Ave.**  
**PO Box 20192,**  
**Eros , Windhoek**

and emailed to: [recruitment@nhe.com.na](mailto:recruitment@nhe.com.na)

**CLOSING DATE: 13 MARCH 2026**