



**VACANCY: ACCOUNTANT**

**Location:** Swakopmund, Namibia

**Company:** Gecko Namibia Holdings (Pty) Ltd

**Type of Employment:** Permanent

**Reporting to:** Financial Manager

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**Company Introduction**

Gecko Namibia Holdings (Pty) Ltd is a 100% Namibian-owned company and an equal opportunity employer. The company offers competitive remuneration packages aligned with the successful candidate's qualifications, skills, and experience. Suitably qualified and committed candidates are invited to apply for this position based in Swakopmund.

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**Role Purpose**

The Accountant will be responsible for ensuring the accurate recording, classification, reconciliation, and reporting of financial transactions in accordance with IFRS, GAAP, company policies, and applicable Namibian statutory requirements. The role supports financial integrity, reporting accuracy, and effective decision-making across the organisation.

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**Key Responsibilities**

**Accounting & Financial Reporting**

- Maintain accurate general ledger records and supporting schedules
- Prepare monthly accounting reports, reconciliations, and journals
- Assist with management accounts and financial statements
- Support month end and year end closing processes
- Perform balance sheet and income statement reconciliations
- Analyse financial information and support reporting processes

**Compliance, Controls & Audits**

- Ensure compliance with IFRS, GAAP, company policies, and Namibian legislation
- Assist with VAT, PAYE, and statutory submissions
- Support internal and external audit processes
- Assist in implementing and monitoring internal controls
- Identify control weaknesses and recommend improvements

**Budgeting & Financial Support**

- Assist in the preparation of budgets and financial forecasts
- Monitor performance against budgets and support variance analysis
- Provide financial information and support to internal departments

**Systems, Processes & Administration**

- Maintain proper financial records, filing, and documentation
- Ensure data integrity within accounting systems
- Support continuous improvement of accounting systems and processes
- Liaise with internal departments to resolve queries

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**Minimum Requirements (Qualifications, Skills & Experience)**

**EDUCATION REQUIREMENTS:**

- Bachelor's degree in accounting, Finance, or a closely related field
- Professional qualification or progress towards a recognised accounting designation (CMA, CA, ACCA or equivalent) will be a distinct advantage.
- Formal training and working knowledge of International Financial Reporting Standards (IFRS).
- Continuous professional development in accounting, taxation, and financial management is required.

**WORK EXPERIENCE REQUIREMENTS:**

- Minimum of 2 – 4 years relevant accounting experience in a commercial, corporate, or professional services environment.
- Practical experience in maintaining a full set of accounting records.
- Proven involvement in month end and year end financial closing processes.
- Exposure to preparation of management accounts and basic financial statements.
- Hands on experience using accounting software packages (Sage experience will be advantageous).

- Working knowledge of Namibian tax legislation, including VAT, PAYE, and Income Tax, will be beneficial.
  - Experience working with auditors and regulatory requirements will be an added advantage.
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#### **Additional Requirements**

- Namibian citizenship or valid work authorisation
  - Ability to work independently and as part of a team
  - High level of integrity, professionalism, and confidentiality
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#### **Remuneration**

A competitive remuneration package will be offered in line with the candidate's qualifications, skills, and experience.

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#### **How to Apply**

If you meet the above requirements, please submit:

- A detailed CV
- Certified copies of qualifications
- A cover letter

Applications must be submitted via the recruitment portal:

[www.jobopportunities.net](http://www.jobopportunities.net)

Only shortlisted candidates will be contacted.

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#### **Closing Date**

**06 May 2026**

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#### **Equal Opportunity Statement**

Gecko Namibia Holdings (Pty) Ltd is an equal opportunity employer. Applicants from designated affirmative action groups are encouraged to apply.