



NAMIBIA ASSET MANAGEMENT

— Our expertise. Your advantage. —

Position:	Financial Accountant
Ideal start date:	1 June 2025
Reporting to:	Chief Financial Officer
Duration:	Permanent
Location:	Windhoek, Namibia

JOB SPECIFICATION:

Job description:

Produce accurate and timeous accounts as well as ensuring the effective financial management of the Namibia Asset Management Group.

Main duties and responsibilities:

- Maintaining monthly financial records and preparation of monthly management accounts - including the following key steps:
 - Processing of all journal entries
 - Preparation of consolidation
 - Preparation of tax calculations (income tax and deferred tax)
 - Intercompany reconciliations
 - Variance analysis and reconciliations
- Preparation of cash book and bank reconciliations
- Preparation of fixed asset registers
- Processing of monthly payments and creditors reconciliations
- Regulatory reporting (NamRA, Namfisa)
- Support for the annual budget process
- Support cost control requirements
- Responsible for preparation of financial statements
- Key member of team responsible for the annual audits of the Group
- Tax payments and returns (Income Tax, PAYE, WHT)
- Responsible for payroll
- Staff expense claims reviewing, processing and payment
- Support company secretarial and compliance requirements
- Ad hoc projects and queries

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First Floor, Millennium House, Cnr of Robert Mugabe Avenue and Dr AB May Street • PO Box 23329 • Windhoek • Namibia

Directors: RG Young (SA) • B Rossouw • N Salie (SA) • S Walters • L Smith (SA) • E Kandongo • A Kapenda • N Marcus

• T Shaanika **CEO** • J Breedt **Company Secretary**
Namibia Asset Management Limited: Registration Number: 97/397



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PERSON SPECIFICATION:

Ideal qualifications:

- A Bachelor's Degree in accounting, finance or a related field is required

Ideal experience:

- Completion of articles at an audit firm

Systems knowledge:

- Proficient in the MS Office Suite with advanced Microsoft Excel skills
- Pastel/Sage experience

Competencies and skills:

- High attention to detail and accuracy
- Thorough grasp of the business, transactions to final reporting
- Good analytical skills
- Effective communication and interpersonal skills
- Must be able to work to strict deadlines
- Ability to focus and prioritize key deliverables

Personal attributes:

- Compliant
- High level of responsibility
- Flexibility in working hours if needed and a rapid response time
- Takes initiative to sort out issues
- Team player

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