

BANK OF NAMIBIA

VACANCY:

ASSISTANT ACCOUNTANT: FINANCE & ADMIN ACCOUNTANT (S1)

REQUIREMENTS:

Knowledge and Experience:

- Relevant Degree in Accounting
- At least 2 years progressive experience in accounting environment
- Knowledge of SAP system (specifically financial module)
- Must comprehend basic accounting requirements.
- Sound knowledge of Generally Accepted Accounting Practices e.g. double entry accounting and IFRS's requirements
- Sound Knowledge of basic VAT principles
- Arithmetically adept
- Good analytical skills

Duties and Responsibilities

The main accountabilities of this position are to:

- Prepare journal entries for payments to suppliers.
- Prepare various journal entries to process requests from various departments within the Bank. Perform invoice verification on the system and verify correctness of invoices. Check accuracy of quantity good-receipted, amount and correctness of goods or service detail.
- Prepare EFT file on the SAP system and create payment proposals.
- Prepare assigned vendors or designated ledger accounts reconciliations, monthly. The incumbent is required to scrutinize suppliers/vendors statement against the Bank's records, complete reconciliations, and diligently follow up and keep track of unreconciled items.
- Prepare journal entries for miscellaneous income from sale of corporate gifts, banking license fees, sale of tender documents, auction proceeds, etc.,.
- Perform any other duties as required by supervisors.

People with disabilities are encouraged to apply. If this challenge appeals to you, please apply online through the following address:

<https://www.bon.com.na/Informations/Vacancies.aspx>

CLOSING DATE: 23 FEBRUARY 2024