

VACANCY

ACCOUNTANT C4

To perform/execute accountant payroll duties at the finance area of the Agency.

Purpose of the Job

processing accounts (debtors, creditors, cashbook and fixed assets), reconciling control accounts as well as processing payments, banking, Payroll, completing and submitting VAT returns.

Key Responsibilities:

- reviewing debtors age analysis monthly for correctness and follow up on outstanding
- updating Fixed Asset Register with additions, disposals and depreciations; signed off by the supervisor after every (quarterly). Assist on fixed assets verification.
- following up and collecting outstanding VAT due to NAMP.
- compile journals on Pastel to be signed off by the supervisor
- assisting internal and external auditors during audits
- Assist on preparing annual operational budget every year
- Prepare PAYE returns monthly and submitting before the 20th of each month
- calculating and completing VAT returns every second month and submitting before the 25th of the following month and to be signed off by the supervisor.
- processing payroll accurately and printing pay slips for sign-off by the supervisor
- preparing payments and EFT vouchers
- issuing receipts for payments received by cheque, cash or EFT.
- processing payroll accurately and printing pay slips for sign-off by the supervisor
 - Calculates and captures monthly payroll information (e.g. allowances, bonuses, etc)
- Prints various payroll related documents and reports (Pay slips, listings, Tax certificates, etc) scheduled and per request of the Head of Finance
- Prints annual tax certificates, submits to the Receiver of Revenue and distributes to staff
- Reconciles and posts monthly payroll journals

Competency Requirements:

- Ability to build positive relationships with high level of interpersonal skills.
- Excellent talent to interact with people in a positive and courteous manner.
- Strong written and verbal communication skills.
- Good interpersonal and customer service orientation.
- Good computer skills
- Self-Starter
- Knowledge and experience of VIP payroll, Pastel and VAT
- Ability to work under pressure, meet deadlines and prioritize own workload

Education and Experience Requirements:

- Bachelor of Accounting, Finance or equivalent qualification
- Five (5) years' experience as an Accountant
- Knowledge and experience of VIP payroll, Pastel and VAT will be added as advantages.
- Code B driver's license

Closing Date of Application: 30 September 2025

**Interested candidates should forward their comprehensive CV to admin@nampa.org.or
recruitment@nampa.org**

Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve), Windhoek.

Only short-listed candidates will be contacted. No documents will be returned.