

POSITION: ASSISTANT FINANCE OFFICER

Reports to: Finance Officer
Department: Finance and Administration
Paterson Job Grade: B4

Primary purpose of the position

To provide financial accounting services to the corporation for prudential financial management and maintaining the integrity of the financial information.

Key Results Areas

- Prepares daily cash flow balances.
- Records all cash books including Petty cash transactions as they occur and prepares bank reconciliation on a weekly basis.
- Prepares creditors accounts for payment, (including a full reconciliation) by matching invoices, orders, quotations, requisitions and other relevant information.
- Ensures that evidence of receipt of goods and services exists and properly filed
- Prepares requisition and orders for payment, paying necessary attention to detail before presentation for approval of payment.
- Assists with maintenance of Fixed Asset Register, including asset verification.
- Processes and issues receipts for payment received and reconciles transaction promptly.

Administrative duties

- Maintains a systematic filing system.
- Maintains a comprehensive financial and accounting database system.
- Assists with any other finance related duties as and when requested.

Experience and Educational Requirements

- B-degree in Accounting/Finance/ B-Com degree or equivalent

Knowledge, Skills and Abilities

- Three (3) years working experience in a finance environment.

Application:

Interested candidates are invited to submit their applications (application letter with full CV, references and certified copies of educational qualifications) to: Helen Andreas Email: helen.andreas@namibre.com.

Or hand deliver at NamibRe Office:
NamibRe Building, crn. Feld & Julius K. Nyerere Street No 39, Ausspannplatz Windhoek Namibia

Closing date: 6 March 2020

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