

JOB DESCRIPTION: ASSISTANT ACCOUNTANT

Job Purpose:

As part of the Finance department, support the implementation of institutional and program activities by maintaining financial records, and undertaking basic bookkeeping and accounting duties for the institution, under the supervision of the Director of Finance.

Job Duties:

- Preparing Invoices for Member Parliament Contributions and receivables from other institutions;
- Preparing official receipts for all monies received by the Forum;
- Processing of routine payments- EFT requisition;
- Preparation of Journal Entries;
- Input of receipts, payments and Journal Entries in the computerised accounting system;
- Assisting with the preparation of annual core budget and budgets for program activities;
- Preparing monthly bank reconciliation statements;
- Processing business travel expenses;
- Preparing and filing of quarterly VAT returns;
- Assisting in the provision of information for internal and external audits;
- Recording day-to-day financial transactions;
- Assisting the finance department and program staff members during meetings and conferences;
- Any other related duties assigned by the Director of Finance.

Qualifications, Skills and Experience:

- (i) A Diploma in Accounting or Finance;

- (ii) At least three years' experience working in an accounting environment or audit firm;
- (iii) Experience in working in a donor reporting environment would be an added advantage; and
- (iv) Experience in working with computerised accounting software will be an advantage.

Knowledge, Special Skills and Competencies:

- (i) Proficiency in English;
- (ii) Computer literacy in Microsoft Word and Excel is a pre-requisite;
- (iii) Strong Written and Oral Communication Skills;
- (iv) Ability to work independently and within a team environment;
- (v) Ability to work under pressure and meet tight deadlines;
- (vi) Ability to work in a multicultural environment
- (vii) Willing to travel within, and outside, the SADC region.

Eligibility

The vacancy is open to Namibian citizens or SADC citizens with Permanent Residence in Namibia.

All interested persons should send their comprehensive application letters which include a typed Curriculum Vitae and non returnable certified copies of qualification certificates. The envelope should be clearly marked " **REF: 2019/AA**" on the top left side and should be sent to the following address:

The Acting Secretary General

SADC Parliamentary Forum

Private Bag 13361

Love street, Windhoek

Or email to:

info@sadcpf.org

Closing date: 15th February, 2019