



Job Vacancy: Accountant

Location: Windhoek, Khomas, Namibia

Closing Date: 30 June 2025

Company Overview: RTN is a dynamic and growing company committed to maintaining the highest standards of financial integrity and compliance. We are seeking a highly skilled and experienced individual to join our team as Senior Accountant.

Job Title: Accountant

Reports To: Finance Manager

Subordinates: Finance Team

Purpose of the Job: As the Accountant at RTN, you will be responsible for ensuring the accuracy and integrity of the company's financial records. This includes preparing financial reports, maintaining the general ledger, performing account reconciliations, and assisting with external audits. Additionally, you will examine, analyze, and report on the company's financial documents, identifying compliance concerns, risks, fraud, and data inaccuracies. You will provide independent and objective evaluations of financial records and activities, ensuring compliance with statutory laws and internal policies.

Key Responsibilities:

- **Reporting:** Compile and analyze monthly financial reports, management accounts, and sustainability reports. Assist with budgeting, board packs, and year-end processes.
- **Quick Trav ERP System:** Manage the general ledger, perform system diagnostics, and handle user queries.
- **Accounts Payable:** Review and audit prepayment requests, monthly reconciliations, and supplier accounts.

- **Accounts Receivable:** Assist with customer queries, debt collection, and cash deposits.
- **Banking:** Review petty cash, authorize payments, and reconcile bank accounts.
- **Fixed Assets:** Maintain the fixed assets register, compute depreciation, and conduct physical inventory inspections.
- **General:** Supervise finance staff, manage company expenses, and handle ad-hoc tasks assigned by the Managing Director.

Specific Aptitude / Knowledge / Skills:

- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and financial software programs, such as Quicktrav.
- Strong understanding of financial ethics and reporting frameworks.
- Ability to manage financial transactions accurately and ethically.

Secondary Responsibilities:

- Act ethically and promote the company positively.
- Ensure a safe and healthy work environment.
- Maintain confidentiality of company information.

Qualifications:

- Relevant degree in Accounting, Finance, or a related field.
- Proven experience in a similar role.

How to Apply: Interested candidates should upload their resume and cover letter to www.jobopportunities.net by 30 June 2025.
