

VACANCY



The Namibia Financial Institutions Supervisory Authority (NAMFISA) exists to supervise financial institutions and financial services, and to advise the Minister of Finance on matters relating to financial institutions and financial services in terms of the NAMFISA Act No. 3 of 2001. NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position(s):

ACCOUNTS OFFICER: PAYABLES (GRADE C2) DIVISION: FINANCE AND ADMINISTRATION 5 MONTHS CONTRACT

THE POSITION REPORTS TO THE ASSISTANT ACCOUNTANT: PAYABLES

JOB PURPOSE:

The purpose of this job is to ensure complete and accurate classification and recording of financial transaction information and the maintenance of accounting records in the areas of cashbooks, creditors, taxation and fixed assets.

KEY ACCOUNTABILITIES:

- Generate Purchase Orders to suppliers upon verification of quotations, types of expenses and availability of budget;
- Accurate and timeous recording of all expense transactions and supplier reconciliations;
- Prepare payment batches;
- Prepare and process cashbook transactions accurately and timeously;
- Prepare Bank Reconciliations;
- Prepare foreign payments and submit for review and authorization;
- Prepare VAT, Import VAT and Withholding Tax transactions;
- Record Fixed Asset transactions on the system and prepare Fixed Asset Register Reconciliation;
- Assist with requests or enquiries from internal and external stakeholders relating to Payables and CAPEX.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Accounting;
- Two (2) years' related experience in an accounting environment, with Fixed Asset Register maintenance.

KNOWLEDGE OF:

- Accounting practices, procedures and systems (Systems and ITAS)
- Knowledge of Relevant Acts (e.g. (NAMFISA Act, FIM Act, Public Procurement Act, Income Tax Act, VAT Act and other tax requirements, etc.)

SKILLS:

- Governance, risk management, compliance and information/knowledge management
- Quality assurance
- Continuous improvement
- Stakeholder engagement
- Financial accounting
- Financial reconciliation
- Accounts payable
- Fixed asset management
- Taxation

- Service delivery etiquette
- Business writing
- Records management

REMUNERATION:

NAMFISA offers a market-related total cost to company package based on work experience and qualifications. The package includes retirement and medical aid benefits.

We encourage energetic, dynamic and results-driven team players to forward their applications to:

Vacancies

Human Resources Manager, P. O. Box 21250, Windhoek

OR

Hand deliver to:

Upper Ground Floor, 51 – 55 Werner List Street, Gutenberg Plaza

OR

E-mail to: hr@namfisa.com.na

Persons with disabilities may apply via the above channels, or via the National Disability Council of Namibia as follows:

Ms. M. Katjinamunene – magdalena.katjinamunene@mgepesw.gov.na

OR

Ms. M. Ndengu – maria.ndengu@mgepesw.gov.na

Deadline for applications: Friday, 04 July 2025

As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons with disabilities will receive preferential treatment and are encouraged to apply.

Please note that certified copies of qualifications and identification documents should be attached to your application. Only short-listed candidates will be contacted and no documents will be returned.

No faxed applications will be accepted.

NAMFISA reserves the right not to make an appointment in this position.