



# MEATCO

Namibia

# VACANCY

**ACCOUNTANT**

**JOB GRADE: D1**

**LOCATION: WINDHOEK**

## Purpose of the Job

The incumbent is responsible for preparing asset, liability, and capital account entries by compiling and analysing account information. Documents financial transactions by entering account information. Recommends financial actions by analysing accounting options.

## Qualifications & Experience

- Degree in Accounting or Financial Management with Five (5) years relevant experience.
- Experience in the preparation of management reports.
- Must have excellent knowledge of financial accounting systems, financial modelling, financial standards, Namibian Labour and Tax laws, and Income Tax. (Knowledge of SAGE X3 will be an added advantage).
- Must have strong skills in accounting, auditing, costing methods and systems, budget management, report writing analytics, interpersonal relations, Micro Soft Systems, leadership, planning and organisational skills.
- Must have good Commercial awareness.
- Must be a Namibian citizen with a valid Namibian Code BE driver's license.

## Key Performance Areas

- Substantiate, compile and analyse all accounting transactions up to trail balance to ensure reliable and correct financial statements.
- Review, approve and post monthly necessary adjusting journals.
- Review all payments of accounts payable, all balance sheet reconciliations, reconciliation between the production systems and accounting systems, and the trade and consumable stock reconciliations.
- Prepare monthly reconciliation of PPE and perform group consolidation and reconcile salary expenses in the GL to the Payroll system and group level monthly.
- Maintain the fixed assets register and ensure that all asset purchases are duly approved.
- Ensure the correctness of sales income figure on management accounts between Emydex and X3 systems.
- Prepare Management Accounts on a monthly.
- Responsible for monthly statutory payments and returns, appointment, training, motivation, handling of discipline and grievance, performance evaluation of sub-ordinates.
- Assist with the preparation of the annual budget, recruitment, discipline and procedures within the subsidiary.
- Manage and communicate daily cash flow requirements.

Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.

Please Submit Your CV and supporting documents to:  
**[mrecruitment@meatco.com.na](mailto:mrecruitment@meatco.com.na)**

**CLOSING DATE**

**03 September 2025**