



VACANCY

NAMPORT is a leading strategic and dynamic institution facilitating trade for national development. We are unique in our trade and operate in a highly competitive global sphere. Opportunities are available for creative and high potential individuals who have the zeal to learn, grow, and contribute in a high-performing environment. As a reputable Employer of choice, we offer competitive rewards and prospects in return.

Our vision is *to be the best performing seaports in Africa*. If you resonate with our vision and have the right attitude; we encourage you to apply for the following position:

POSITION:	ASSISTANT ACCOUNTANT: REPORTING AND COMPLIANCE
JOB GRADE:	09
DEPARTMENT:	FINANCE
LOCATION:	PORT OF WALVIS BAY

PURPOSE OF THE JOB:

To provide a cost-effective financial accounting service in accordance with Namport policies and procedures which includes: accurate financial accounting and reporting; ensuring statutory compliance; producing year-end audit files; taxation and providing financial analysis and advice to inform strategic decision-making. The position reports directly to the Accountant: Payroll & Reporting.

KEY PERFORMANCE AREAS:

- Prepare month-end journals, prepayments, provisions and accruals, GL duties.
- Partake in the preparation and submission of returns accurately and timeously.
- Contribute to the preparation and submission of income tax and deferred taxes.
- Partake in the annual audit process coordination.
- Comply by monitoring functional risks and ensure timeous reporting, and compliance to promote governance within Namport.
- Contribute to the preparation of all relevant reports, and statistics to comply with all company and statutory/ external requirements
- Support the enforce controls and administrative safeguards to protect data and records from loss or contamination.
- Adhere to and implement the internal control and governance framework.
- Propose improved internal control policies and procedures.
- Identify and implement system enhancement and improvement projects.
- Implement measures to prevent fraud and mitigate financial risk.
- Input into the approvals/ authorities in the ERP system.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Bachelor Degree [NQF Level 7] in Accounting, Accounting and Finance, Financial Accounting, Commerce or equivalent.
- An Honours Degree [NQF Level 8] in Accounting, Accounting and Finance, Financial Accounting, Commerce or equivalent, would be an added advantage.
- A minimum of three (3) years of relevant working experience.
- Advanced proficiency with SAP ERP System and Microsoft Package would be an added advantage.
- Organized observation ability, coupled with a well-developed ability to analyze and interpret information.
- Must be trustworthy with an excellent eye for detail, complemented by good time management ability.
- High level of discretion, integrity, and ability to maintain strict confidentiality.
- Technical knowledge of acceptable accounting practices and principles.
- Advanced written communication skills.
- Ability to adhere to strict deadlines.
- Must be analytical and highly attentive to detail.

Women and persons with disabilities are highly encouraged to apply and will be given preference.

To apply, and for more information on these opportunities, please visit our website at www.namport.com/careers/

Certified copies of foreign qualifications should be accompanied by proof of evaluation by the Namibia Qualifications Authority.

WINDOW OF OPPORTUNITY: 31 MAY 2024

No hand delivered, emailed, or faxed applications will be considered. Only shortlisted candidates will be contacted.

Enquiries and applications should be addressed to: **Human Capital Business Partner** | Namibian Ports Authority | P O Box 361 | Walvis Bay.
Tel: 064: 208 2255 | 2307 | 2506

"The Ultimate Port Experience"



www.namport.com

