

THE COMPANY

Potentia was established in 1998 and today with offices in both Windhoek and Cape Town; we provide a spectrum of Human Resources management services primarily within three core fields, namely Recruitment, Organizational Development and HR Project Management. Working in concert, these activities we believe serve both individuals, and organizations, guiding them on a path of meaningful transformation, development and results delivery. In our dedication to standards of service excellence we continually aspire to be the niche brand of choice in the industry. Our clients are considered our business partners with whom we strive to forge mutually beneficial long-term relationships and their customer satisfaction rating is what we measure our success and continued existence against. The fulfillment of our social responsibility forms an integral dynamic of our business values. Most of our clients are industry leaders in fields such as health, service, mining, insurance, aviation and media. At this stage of our development and growth, we seek a suitably qualified and experienced team player to fill the following position and to share in our philosophy.

ACCOUNTANT

THE POSITION

The core focus of this position is to: provide structured support to all finance activities in the group, evaluate financial reporting systems, accounting and collection procedures; make recommendations for changes to procedures, operating systems; budgets and other financial control functions. You will effectively assume overall responsibility for all operational transactions and ensure that they are reconciled from journal through to ledger and flow accurately into financial statements as well as ensure procedural compliance on all processing of creditors, debtors and payment terms. Furthermore, you will embed an efficient accounting function through the control of fixed assets, banking, the general ledger, VAT, petty cash transactions as well as capably assist with the compilation of budgets.

Key Areas of Focus

- **Advisory function:** Provide technical financial advice and support to staff and management to ensure sound practices that meet high standards.
- **Directing, Guiding and Motivating staff:** Guidance and direction to staff including setting performance standards and monitoring performance.
- **Financial Reports:** Prepare operational and variance reports for management analysis as well as financial and regulatory reports.
- **Leadership:** As a senior team member, create and set goals, which integrate the diverse needs of the group and motivate individual team members to perform optimally by creating the ideal climate that promotes productivity, creativity and standards of excellence.
- **Financial reporting:** Compile and analyze financial data for the preparation of entries to accounts and records transactions. Effectively coordinate the implementation of accounting and accounting control procedures and ensure compliance with accepted policies and procedures.
- **Budgetary Control:** Managing budgets and control costs for all departments and companies through the various internal administration and control processes.
- **Reconciliations:** Ensure the overall coordination of all monthly reconciliations of creditors, month end journals nominal ledger and balance sheet accounts. Accurately correct problem areas and guide staff on anomalies.
- **Audit support services:** Offer adequate support in the completion of year-end journals and final trial balance. Ensure audit queries are resolved in a timely fashion and that external audit requirements are met.
- **Fixed Asset Register control:** Monitor the fixed asset register on a monthly basis and ensure that the register always reflects the current state of affairs accurately and that the asset controls are at a practical level.
- **Debtors/Collections Reports and Information:** Monitor records effectively and rectify any deficiencies through the support of staff.
- **Creditors Trouble shooting Services:** Identify disputes with suppliers on payment terms, assist with complex creditor cases including administration and supplier disputes.
- **Staff Supervision:** Establish objectives with subordinates and guide them in achieving high administrative standards and competence in dealing with tasks. Deal with disciplinary matters and guarantee staff adherence to monthly accounting schedule.

- **GAAP:** Ensure existing systems adhere to generally accepted accounting standards and provide sound internal control on specific accounting functions in the company as a whole.

THE PERSON

Minimum requirements

- Bachelor's degree in Accounting or an equivalent qualification in a related field from a recognized institution is required.
- Completion of articles and VAT training will be a distinct advantage.
- A minimum of at least 7 years relevant accounting working experience of which 3 - 4 years should be at a Supervisory level.
- Ability to competently provide leadership.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Knowledge of sophisticated financial and accounting software applications. Experience with Pastel will be an advantage.
- Acts within the finance policy parameters, accounting requirements and specific systems parameters in place and innovates new ideas to improve these parameters.
- Sound knowledge of administrative systems and procedures.
- Language skills: Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written).
- Computer Literate (MS Excel, MS Word, MS PowerPoint).
- Namibian Citizenship.

Competency requirements

- Demonstrates exceptional supervisory/leadership capability coupled with strong interpersonal effectiveness and conflict resolution aptitude.
- Is detail-oriented, accepts responsibility, takes initiative and can work independently.
- Must be able to cooperate across departmental lines and resolve differences in the interest of efficient workflow.
- Can ably multi-task and maintain a cool deportment under pressure.
- When called on to do a variety of tasks, is flexible and willing in each new situation.
- Plans and carries out activities in an orderly and well-structured way.
- Prioritizes tasks, uses time in the best possible way and works within appropriate policy and procedures.
- Works effectively as a team member and helps build relationships, thereby actively helps and supports others to achieve team goals.
- Is reliable and accommodating.
- Accountable for own actions and for sorting out issues or problems that arise.
- Excellent organizational and time management skills.
- A smart and professional business disposition coupled with a first-class customer care ethos.
- Natural problem-solving skills and high stamina to effectively operate in a fast environment coupled with a strong eye for detail.
- Commitment to standards of excellence and continuous improvement.
- Conceptual, with strong analytical and evaluative skills.
- Strong administrative skills and procedural control.

INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The **closing date is 14 October 2010** and suitably qualified Namibians are encouraged to apply. Kindly forward your CV for the attention of: **Theophilia Shikongo: theo@potentia.com.na**. Only electronic CV's will be accepted. All applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test.



POTENTIA

www.potentia.com.na