



HIV/AIDS RESPONSE

ACCOUNTANT X2
Fixed term contract
Grade 8

The Organisation

Our client is a donor-funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services (MoHSS) Directorate Pharmaceutical Services, deploying staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic. Further to this, our client seeks to support and assist such countries and regions in their development of locally determined health care worker systems to become optimally resourced, highly responsive, and self-sustaining.

The Region

Khomas Region | Windhoek, DSP National Office

The Position

The incumbent will work closely with the Senior Accountant in capturing and tracking day-to-day accounting transactions and proper filing of financial documents, budget control and asset management.

Key Responsibilities will Include:

- Enter accounting data into the pastel computerized accounting system.
- Prepare payment vouchers, including loading payments on business online.
- Assist the Senior Accountant in preparing VAT returns.
- Liaise with suppliers and service providers.
- File financial records systematically.
- Assist in preparing for the annual financial audits.
- Reconcile travel advances.
- Work closely with the procurement office and program staff.
- Assist in developing, planning, and reviewing budgets for all programs.
- Share Budget Execution Reports with each program during monthly technical meetings.
- Assist with Asset Register reconciliation and reporting.
- Ensure compliance with Cooperative Agreement (COAG), Ministerial, and Governmental legislation, Policies, Regulations, Treasury Instructions, and procedures.
- Handle inquiries and liaise with various stakeholders (Programmes, Regions, Hospitals, National-level Directorates).
- Perform any other duties as assigned by the supervisor.

The Person

Minimum requirements:

- A Diploma in Accounting/Finance with 3 years' experience, or a Degree in Accounting (or equivalent) with 1 year of experience.
- Strong knowledge of accounting principles, concepts, and methodologies.
- Knowledge of the Namibian Income Tax and VAT Acts.
- Proficiency in Pastel accounting software.
- Demonstrated knowledge of accounting and cash control processes.
- Ability to work effectively in a fast-paced environment with shifting priorities.
- Strong communication skills.
- Proficiency in MS Excel, and MS Word.
- Namibian citizenship.

Added advantages:

- Exposure to donor-funded project environments.

Desired Skills:

- Basic theoretical background in finance and Excel.
- Proficiency in computer literacy.
- Strong writing, interpersonal, initiative, analytical and administrative skills.

Interested?

This is a **fixed-term contract** position, and our client offers an attractive package.

The closing date for applications is **09 April 2025 at 19h00**.

Follow the application instructions on the Potentia website www.potentia.com.na and upload a copy of your CV and qualifications.

All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Only electronic applications and CVs submitted via the Potentia website will be accepted. All suitably qualified Namibians are encouraged to apply. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Please note that our partner reserves the right to only employ individuals who fall within their retirement age guidelines and policies. Our client also reserves the right not to make any employment offer or appointment.