



JOB DESCRIPTION

ACCOUNTANT

Job Title:	Accountant
Department/ Division/ Unit:	Finance, Human Resource & Administration
Duty Station:	Windhoek
Reports to Position:	Human Resource Business Partner
Number of Direct Reports:	Two (2)

1. PRIMARY PURPOSE OF THE JOB:

To perform accounting and financial management functions through collecting, processing and recording financial data, reconciling the general ledger (GL), preparing various analyses as well as timely financial reports and statements thereby assuring the effective and timeous processing of all transactions, compliance of accounting reporting and control procedural standards and that the books accurately reflects the company's financial position. The position reports to the Manager: Finance, Human Resource & Administration.

2. JOB SPECIFICATIONS:

Minimum Educational Qualifications: A relevant Honours Degree (NQF Level 8) in the fields of Accounting and Finance or equivalent.

Minimum Experience Required: A minimum of 4 years **relevant** and advanced working experience. Supervisory experience will be an added advantage.

Special Requirements / Licences: Valid Driver's License and MS Office Package advance proficiency.

3. COMPETENCY PROFILE:

Incumbent should have good working knowledge of preparing reconciliations and financial statement, debtors and creditors operations, cash flow management, forecasting, budgeting, accounting practices and corporate governance. Incumbent must be well versed with the relevant statutory legislation and financial regulations (i.e. Finance Act, Income Tax Act), IFRS and GAAP. Incumbent must have computer skills and have work experience of various financial system.

Additionally:

- High level of integrity, strong eye for detail and analytical ability.
- Conscientious and hardworking.
- Excellent planning and organising capabilities.
- Strong leadership skills and ability to manage a large and diverse group of employees.
- Must have time management ability and deadlines driven.
- Excellent communicator with a high level of interpersonal, negotiation skills, as well as the ability to build and maintain relationships with customers and stakeholders.
- Excellent supervision ability.

KEY PERFORMANCE AREAS:

1. Financial Monitoring and Reporting

- Compile the monthly, quarterly, and annual draft balance sheet and income statements and submit them to the immediate superior for view.
- Compile the cash-flow statements and submit to the immediate superior for view.
- Scrutinise the cash-flow on a daily basis and reports to the immediate superior.
- Monitor bank transactions through reviewing balances when payments are released.
- Perform all required bank reconciliations timeously (weekly) and submits them to the immediate superior for checking.
- Monitor bank charges and advises the immediate superior on alternative options.
- Prepare and processes monthly allocation journals and year-end journals.
- Prepare all creditors, debtors, banking, and general ledger transactions.
- Compile the draft annual budget based on established precedent and supervisor guidelines.
- Monitor actual expenditures of all departments/sections versus budget and advises the immediate superior accordingly.
- Monitor the process of cost control with the different business units.

- Maintain and update an asset register through a numbering of all assets.
- Perform all relevant depreciation calculations on a monthly basis.
- Prepare monthly reconciliations for all balance sheet items (i.e. between General Ledger and sub-ledger) and submit to the immediate superior for view.
- Supervise and review all financial reports and work of the Finance Officers to assure accuracy, completeness, and compliance to reporting and procedural standards.

2. Debtors and Creditor Control

- Supervise all debtors and creditors control functions (in all aspects) and maintain a coordinated approach of queries.
- Maintain and process all master file information of customers on the accounting system.
- Check that all payments received by customers are recorded correctly and that batches are correct.
- Post all invoice and receipts batches.
- Attend and respond to all enquiries of debtors.
- Prepare all debtor's reconciliation and specific debtors aging analyses and provides own senior with detailed statistics on these.
- Make recommendations on findings made e.g. improvements to procedural controls in order to enable more effective debt administration prior to them becoming doubtful.
- Identify ways of improving debtors processing on a day-to-day operational level in specific areas.
- Monitor and analyses the debtor's age analysis and follows up any outstanding amounts as well as unallocated cash items.
- Check journals, debit notes credit notes for correctness, accuracy, and validity, and effects all adjustments as mandated.
- Check documentation for payments to be made for accuracy, correctness, validity, and completeness. Certifies payments on the system / part-releases such payments and forwards these for full release.
- Maintain specific records on debtors, forms, search results, customer payment history, etc. for easy reference and retrieval.
- Provide information to users where requested and makes sure that users are satisfied with details provided. Gives support to areas as required.

- Prepare standard as well as ad hoc required reports for various users (e.g. financial manager). This may take the form of summary reports of reconciliations, categorisations of anomalies, etc.
- Collect information and reports timely from the Finance Officers and prepare weekly, monthly, quarterly, and annual draft balance sheet and income statements, and prepare reports regular as required by the line manager.

3. VAT

- Complete all calculations regarding VAT input and output.
- Complete VAT returns and forwards these to the Receiver of Revenue and/ or submit on ITAS, upon review and approval by the immediate superior.
- Prepare all standard payments for the Receiver of Revenue ensuring their correctness, accuracy, and validity, and submits these to the immediate superior for approval.
- Perform all VAT reconciliation and address all queries regarding VAT.
- Maintain contact with the external auditors on complex issues raised, advice received etc. and informs the immediate superior accordingly.
- Maintain effective and efficient record system of all relevant documentations.

4. Cash Administration and Customer Service

- Guide and oversee the processes of cash taking/ collection, administration, banking, and management cash with the Finance Officers at each Production Plant.
- Monitor all cash administration, petty cash, and customer services processes to see to it that correct procedures are followed at all times.
- Coordinate the management of petty cash with the Finance Officer and ensure effective and up to date reconciliations at all times.
- Maintains a monthly reconciliation of petty cash ledger account.

5. Processing of Invoices and Cash Payments

- Facilitate an efficient process of invoice processing and cash payments with the Finance Officers.
- Supervise, review, and approve all work of Finance Officers related to processing of invoices and cash payments.
- Receive invoices and payment requests, allocate and process all invoices and payments for the approval of the line manager and maintain all records.

- Process invoices to the accounting system.
- Allocate invoices to correct budget code.
- Ensure that invoices are allocated to the correct accounting period.
- Capture invoice detail on system (cash accounts).
- Receive invoices from suppliers of products and services (cash vendors).
- Check the accuracy of the supplier details and payment terms.
- Ensure that relevant supporting documents are in place before payment is done.
- Obtain supporting documentation from user department.
- Process cheques/EFT once approval for payment has been obtained.
- Forward cheques/EFT to authorised signatories for payment.
- Forward proof payment to supplier.
- Ensure that payments are done on invoices.
- Ensure timely payment of sitting allowances, retain fees and DSA's.
- Maintain all filing regarding cash payment.
- Handle all correspondence regarding cash payments.
- Retrieve cash vender's documents on request and re-files when returned.
- Update cash vender's/records as required.

6. Financial Reconciliation & Administration

- Load/ process all employees' salaries as per the ECB file and remuneration report from the HR Officer for the approval of the Manager: Finance, HR& Administration.
- Receive the payroll general ledger file from the HR Officer and prepare monthly reconciliations.
- Perform and/ or verify reconciliations and administrations (i.e. bank, financial and inventories) of the Company and, investigate any discrepancies and perform verifications as required.
- Maintain and update asset register and reconcile inventories from the store on a regular basis.
- Prepare and processes monthly allocation journals and year-end journals.
- Investigate any discrepancies and initiative verifications.
- Perform bank reconciliations on a monthly basis.
- Reconcile inventories from the store on a regular basis.
- Does back-ups of computerized information.
- Maintain all filing regarding cash payments
- Retrieve cash vender's documents on request and re-files when returned.
- Update cash vender's / records as required.

7. Financial Statements (Preparation and reporting)

- Prepare and submit financial statements on an annual basis in line with IFRS to the Manager: Finance, HR and Administration.
- Prepare and submit all general ledger reconciliation accounts and management accounts monthly to the Manager: Finance, HR, and Administration.
- Conduct spot checks to ensure that all accounting entries have proper supporting documentation and that the appropriate procedures have been complied with.
- Ensure that all files, registers, and records for all accounting information are updated and maintained.

8. Internal and External Audit

- Prepare comprehensive half-yearly and annual audit files and submit to the Manager: Finance, HR and Administration.
- Plan and coordinate all internal and external audits activities.
- Coordinate all required processes with the external auditors to ensure that fiscal year audits are completed.
- Implement audit recommendations.

9. Other Support Functions

- Establish, development and implement Financial Management policies and procedures.
- Provide support to the Manager: Finance, HR, and Administration in all related aspects.
- Undertake preliminary processes of budgeting and support the Manager: Finance, HR, & Administration in the preparation of annual budgeting.
- Assist the Manager: HR, & Administration with forecasting, cost control, budget management and cash flow management.
- Coordinate all internal financial projects, as and when required, and as per project scope.
- Assist with or attend to any other duties as delegated by the line manager or indirect reporting superior.
- Conduct spot checks on work done by staff in order to ensure absolute correctness of approach/ method. Monitor the progress made by the immediate subordinates

and co-ordinates and directs their activities towards achievement of the objectives and targets of the section.

- Provide relevant training and transfer of knowledge through on the job training, guidance, and coaching.
- Provide training/coaching to staff to enable them to competently carry out tasks required of them on Company.
- Review the training and development needs of staff and implement development and growth initiative as required and within the parameters of the performance management system.
- Discipline staff accordingly to group policy and procedure, providing support and facilitating counselling where required.
- Instil the creation of a culture and platform for continuous learning and growth (innovation and creativity) in the August 26 Manufacturing (Pty) Ltd.
- Instil a service-oriented, value-adding work culture.
- Ensure the development of staff to their full potential.
- Ensure new staff are inducted and aware of company policies and are given role clarity.

PRIMARY FEATURES OF THE JOB

TYPICAL DECISIONS TAKEN : Judgment regarding most appropriate policy amendments. Valid interpretation of relevant legislation and policies

Supervision Required : Incumbent functions independently.
Supervision through weekly briefings and monthly progress reports

Pressure of Work / Physical Effort : Variable to Consistently High – majority of HR roles/disciplines are grouped in one position. The incumbent is strongly deadline bound on a weekly and monthly basis.

Working Conditions : 80% office, 20% outside visits to benchmark industry trends etc. and visits to the Company.

The incumbent will be responsible for any additional work which is reasonable and within the position environment from time to time.

- **APPLICATIONS:**

- Interested candidates meeting the minimum requirements are encouraged to submit their applications accompanied by a comprehensive CV and certified supporting documents to the following email address: hr@a26man.com.na
- Please note that only shortlisted candidates will be contacted.

- **CLOSING DATE OF APPLICATIONS:**

29 June 2025