



NAMIBIA TRAINING AUTHORITY

FINANCE OFFICER (Grade: B4)

DUTY STATION: Head Office

Report to: **Assistant Financial Accountant**

Purpose: Provision of administrative financial work to ensure payments are made as well as that the filing is in good place/order.

Key Performance Areas:

- Timely capturing of invoices on GP;
- Processing of payments on the bank (EFT);
- Filing;
- Administrative support;
- Creditor reconciliation; and
- Other duties as requested from supervisors.

Qualifications and Experience:

- Diploma / Degree in Accounting and Finance/Commerce or equivalent;
- Knowledge of Financial systems; and
- Minimum of 2 years of experience in Financial Reconciliation.

Closing Date: 03 November 2017

Applications should be emailed to: hr@nta.com.na or sowosoas@nta.com.na, or couriered, mailed or hand delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 207 8550. No faxed applications will be accepted.