

**Financial Accountant
(Grade: C4)**

Duty Station: Head Office

Reporting to: Manager Corporate Finance

Purpose: To maintain and manage financial policies and procedures and systems in consultation with Manager: Corporate Finance and to exercise direct supervision over financial personnel.

Key Performance Areas

- Implementation and maintaining of up to date computerized accounting.
- Produce accurate and timely financial information up to Trial balance in accordance with IFRS.
- Maintain effective financial controls to ensure that NTA complies with statutory requirements.
- Assist with compilation of the annual budget and budgetary controls.
- Prepare external and internal audit schedules and facilitates field audits.
- Management of debtors and creditors.
- Cash management and reconciliations.
- Monitoring and control of cash flows.
- Maintain up to date fixed asset register.
- Report to Manager: Corporate Finance.

Qualifications and Experience

- B.Degree in Accounting and Finance or equivalent qualifications.
- Post graduate financial qualifications with completed articles will be an added advantage.
- Relevant Experience

Other Competencies:

- Knowledge of the functions of the Financial Accountant
- Knowledge and experience of budgeting and controls thereof
- Ability to work under pressure.
- Knowledge of MS Office.
- Strong interpersonal skills with ability to effectively communicate with a diverse group of people.
- Good organizational skills
- Supervisory skills

Closing Date: 21 October 2015

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 61 279 550. No faxed applications will be accepted.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates may be contacted. The NTA reserves the right not to make any appointment in this position

