



KEETMANSHOOP MUNICIPALITY

VACANCY: ACCOUNTANT

Department: Finance Department

Paterson Grade: C4

Duty Station: Keetmanshoop

Reporting To: Senior Accountant

Salary and Benefits: Basic Salary - N\$ 276 777.00, Transport Allowance - N\$ 7 704.00, 40% Housing Subsidy / 20% Housing Allowance, 85% Medical Aid, 21.7% Pension, 13th Cheque,

PURPOSE OF JOB: To perform a variety of accounting duties in accordance with generally accepted accounting principles and to the supervisors of the debtor's section activities.

REQUIREMENT OF POSITION: A Bachelors Degree in Accounting and / Finance or Auditing or related field with at least four years' experience in a similar or related position.

KEY PERFORMANCE AREAS:

- Accounts receivable Management
- Accounts receivable collection period
- Financial Reports- Number of errors in Financial reports
- General Ledger
- Bank Reconciliations
- Risk Assessments & Controls
- Liaises with Internal Auditors
- Budget Preparation
- Management Reporting

Applicants who comply with the above-mentioned requirements may submit their written applications, and certified copies of educational qualifications to:

The Chief Executive Officer, Keetmanshoop Municipality Private Bag 2125, Keetmanshoop, 063 221 211 or hand delivered at Keetmanshoop Municipality, 37 Hampie Plichta Street, Keetmanshoop

All Foreign qualifications Must be accompanied by an evaluation Report from NQA. Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only shortlisted candidates will be contacted for interviews. Affirmative Action principles will be applied.

For enquiries kindly contact: Mr. Adam Isaak on 063 221 224

Closing Date: 26 March 2024