



Accountant -Cold Store – Naras Investment Business Centre Cold Store (NIBCC) (Pty) Ltd

WHAT WILL YOU DO:

- Assist the Cold Store to make critical financial decisions by collecting, tracking, and correcting the company's finances
- Ensure all financial records are accurate throughout the year (revenue, expenditure, assets and liabilities).
- Prepare and examine financial records, ensuring records are accurate and that taxes are paid. Follow up on discrepancies and take corrective steps.
- Compile monthly management accounts report. Prepare monthly statements by collecting data, analyzing and investigating variances, summarizing data, information and trends.
- Prepare reconciliations: payroll and loan accounts, review and sign off all reconciliations on a monthly basis.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Prepare cash flow projections as per laid down standards and make recommendations. Compile six months forecasts.
- Liaise with the KFE Group Financial Manager and Group Chief Financial Officer as required. Communicate with management and clients as required.
- Maintaining of Fixed Asset Register
- Attend Management Meetings and guide Management on financial aspects of the company.
- Complete quarterly and annual tax reports and ensure correctness, review and that these are signed off.

WHAT WE ARE LOOKING FOR:

- A strong leader and team builder with great interpersonal skills.
- Attention to detail, Excellent organization and time management skills, Problem-solving and analysis skills
- Teamwork but also to function independently, Analytical skills, Investigative skills and customer focus
- Self -motivated person, and good communication skills (verbal and written)

Minimum Requirements:

- Namibian citizen, Grade 12,
- Degree in Finance/Accounting, Advanced Diploma in VAT will serve as an added advantage
- Five years accounting experience and in accounting software (Pastel).
- Excellent understanding of accounting rules and procedures including GAAP and IFRIS
- Advanced knowledge and experience of spreadsheets

We value diversity and encourage applications from all designated groups. Preference will be given to Namibian citizens. Candidates who comply with the above-mentioned requirements, are invited to forward their CVs with copies of qualifications, relevant documentation and cover letter to the following address: P.O. Box 26495, Windhoek, 9000.

Alternatively, hand deliver to: Eluwa Building 1st Floor, Independence Avenue, Naras Investment (Pty) Ltd.

Only shortlisted candidates will be contacted and no email or fax applications will be entertained, **closing date:23rd February 2024**, this **position is based in Walvisbay**. For more job information summary on this vacancy and how to apply, please visit our website at www.narasinv.com