



**Vision: A Modern, Vibrant, Customer Centric Company  
that delivers value for its stakeholders.**

## **Vacancy –Accountant: Courier**

**Section:** Courier

**Department:** Finance

**Division:** Mail, Logistic and Retail Channel

### **Primary purpose of position**

To direct and oversee the financial accounting process of the Courier section of the Finance Department.

### **Main Responsibilities**

1. Perform Financial Reconciliations
2. Budget preparation & monitoring (forecasting and cost analysis)
3. Issue Credit notes
4. Payment of creditors
5. Claims processing
6. Debt management
7. Revenue control
8. Financial reports preparation
9. HR Management

### **Educational and Experience Requirements**

Bachelor's degree in finance or similar, 5 years relevant experience of which at least 1 year should have been at supervisory level.

### **Skills and Knowledge Requirements**

- Sound interpersonal and communication skills
- Analytical thinking skills
- Logical reasoning ability and attentive to detail
- Systematic and able to look at solutions conceptually as well as from a practical perspective
- Sound knowledge of SAP R/3 or any other recognised Financial System
- Proficient in written and spoken English
- Computer literate
- Customer Orientated
- Honest, Reliable, Attention to detail
- Disciplined, Results orientated
- Ability to execute, influencing, organized, performance through people.

## **Closing Date: 30 September 2025**

Candidates who comply with the above criteria and competency areas should register on our **HR Recruitment Portal** on our website ([www.nampost.com.na](http://www.nampost.com.na)).

The documents that need to be uploaded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae. Applicants who do not receive any response within three (3) weeks after the closing date must accept that their applications were not considered favourably.

***Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.***