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**Vision: To always be the best at what we do!**

## **Vacancy Assistant Accountant: Courier Services**

**Division:** Finance

**Department:** Mail & Logistics

**Office:** Windhoek

### **Primary purpose of position**

To assist the accountant in the various accounting and financial administration processes of Mail & Logistics and take responsibility for the checking and preparation of accounts, documentation and reconciliations on both creditors and debtors functional areas to ensure accuracy and completeness prior to submission for collection on debtors and payment on creditors. To generate accurate orders/quotations meeting process requirements to agreed times. To ensure that the documentation and processes followed on all delegated accounting processing areas for Mail & Logistics comply with instituted processes and systems and meet integrity requirements.

### **Main Responsibilities**

- Creditors documentations and process integrity (including payment preparation)
- Debtors documentation and process integrity
- Claims processing support services
- New account creations
- Bank statements and allocations assistance
- Journals and reconciliations assistance
- Customer queries and resolutions
- General support services (statistics, reports, cashier)

### **Educational and experience requirements**

A National Diploma in Accounting with two years accounting experience. Experience of at least six months in debtors control will be an added advantage.

### **Skills and Knowledge requirements**

- Financial accounting up to trail balance
- Creditors administration and control
- Debtors administration and control
- Financial systems and processes utilisation in finance (e.g. SAP)
- Documentation organisation and control
- Mail & Logistics scope of financial accounting requirements

- Relationships management as it concerns internal, customer and supplier relationships within the financial accounting scope
- Computer literacy on defined desktop system (Microsoft Office)
- Financial checks, control and reconciliation
- Basic analysis and problem solving
- Basic reporting
- Planning & working scheduling
- Proficient in written and spoken English

### **Other**

Must have a valid Code B Driver's Licence.

### **Closing Date: 19 August 2022**

Candidates who comply with the above criteria and competency areas should send online applications to [Vacancies@nampost.com.na](mailto:Vacancies@nampost.com.na) email should not exceed **20MB** and candidates should indicate in the subject line for which position they apply.

The documents that need to be forwarded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae. Applicants who do not receive any response within three 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.***