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

Vacancy Assistant Accountant: Cash Accounts

Division: Finance
Department: Corporate Finance
Office: Windhoek

Primary purpose of position

To check and process the selected accounting transactions done at the Post Offices.

Main Responsibilities

- Checking of all Post Offices cash accounts
- Checking and posting of stock items(P2/34)
- Reconciliation of General Ledger
- Error and adjustment vouchers to Post Offices
- Advice to Post Office staff
- Preparation of requests to pay third parties

Educational and experience requirements

A National Diploma in Accounting with two years relevant experience.

Skills and Knowledge requirements

- Accounting skills
- Ability to effectively work with little supervision
- Ability to work under pressure
- Sound communication skills
- Proficient in written and spoken English
- Computer literacy
- Knowledge of SAP R/3 will be an added advantage

Closing Date: 19 August 2022

Candidates who comply with the above criteria and competency areas should send online applications to **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.