



C. Steinweg Bridge

Namibia

VACANCY: Accounts Assistant

Walvis Bay, Namibia

Company: C. Steinweg Bridge Logistics Namibia (Pty) Ltd

Contract Type: Full-time, Permanent

Closing Date: 9 July 2026 @ 7:00PM

Role Purpose

To provide accurate and timely accounting support by processing financial transactions, maintaining accounting records, assisting with reconciliations, and supporting month-end and year-end financial reporting while ensuring compliance with company policies and statutory requirements.

Key Responsibilities

Accounts Payable

- Process supplier invoices accurately and on time.
- Match invoices to purchase orders and delivery notes.
- Prepare supplier reconciliations.
- Process supplier payments.
- Resolve supplier queries.

Bank and Cash

- Perform daily bank reconciliations.
- Process cashbook transactions.
- Update and monitor cash flow.
- Investigate and resolve reconciling items.

General Ledger

- Process journal entries.
- Reconcile general ledger accounts.
- Maintain fixed asset records.
- Assist with balance sheet reconciliations.

Financial Reporting

- Assist with month-end and year-end closing.
- Prepare supporting schedules.
- Assist in preparing management accounts.
- Provide information for financial reports.

Tax and Compliance

- Assist with VAT returns.
- Assist with PAYE and statutory submissions.
- Maintain supporting documentation for audits.
- Ensure compliance with accounting standards and company policies.

Audit Support

- Prepare audit schedules.
- Provide requested documentation.
- Assist internal and external audits.

Administration

- Maintain accurate filing systems.
- Update financial records.
- Assist with budgeting and forecasting.
- Perform other finance-related duties as assigned.

Minimum Requirements

- Diploma or Bachelor's Degree in Accounting, Finance, or a related field.
- 1–2 years' relevant accounting experience preferred.
- Proficient in Microsoft Excel and accounting software.
- Sound knowledge of basic accounting principles and statutory compliance requirements.
- Strong attention to detail, organizational skills, and ability to meet deadlines.
- Excellent communication and interpersonal skills.
- Ability to work independently and maintain confidentiality.
- Must be a Namibian Citizen.

Added Advantage

Candidates with the following will have a strong advantage:

- Previous experience in an accounting firm or finance department.
- Experience with accounting software such as SAP Business One
- Working knowledge of VAT, PAYE, and statutory compliance requirements.
- Advanced Microsoft Excel skills, including pivot tables, VLOOKUP/XLOOKUP, and data analysis.
- Experience with preparing management accounts and financial statements.

- Exposure to audit processes and external audit engagements.
 - Valid driver's licence and own reliable transport.
 - Strong analytical and problem-solving abilities.
 - Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
 - Experience in industries such as professional services, logistics and mining
 - Knowledge of ERP systems and business intelligence tools.
 - Fluency in additional local languages.
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Remuneration

A competitive remuneration package will be offered in line with the candidate's qualifications, skills, and experience.

How to Apply

If you meet the above requirements, please submit:

- Detailed CV
- Certified copies of qualifications
- Cover letter

Applications must be submitted via:

www.jobopportunities.net

Only shortlisted candidates will be contacted.

C. Steinweg Bridge Logistics Namibia (Pty) Ltd is an equal opportunity employer and encourages applications from suitably qualified Namibian candidates.