



EXTERNAL VACANCY

ASSISTANT FINANCIAL ACCOUNTANT: DEBTORS & TREASURY (GRADE C3)

OVERVIEW OF THE COMPANY.

The Namibia Wildlife Resorts (NWR) is a commercial public enterprise, mandated under the Namibia Wildlife Resorts Company Act (Act 3 of 1998), to operate inside the protected areas (National Parks) of Namibia to provide tourism-related services and promote the safer environmental protection activities.

PURPOSE OF THE POSITION

We're looking for a detail-oriented **Assistant Financial Accountant: Debtors & Treasury** to join our team. This role will be responsible to ensure that revenue generated from camps are validated, captured and correctly reconciled & banked. To guarantee that all outstanding balances for services rendered and goods sold to customers are paid and accounted for and in compliance with all terms of payment. This role will report to the Financial Accountant.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Review cash-ups and ensure that only those from the last two days remain open.
- Process all debtor's payments received on Innkeeper system.
- Review and ensure CRO/MICE recon account items are cleared within 30 days by allocating them to the correct debtors.
- Follow up with Financial Assistants on long-outstanding debtor accounts.
- Ensure that all treasury funds are transfers to the bank by the next day.
- Share the debtor's age analysis by the 15th of each month, with the Financial Accountant.
- Review all journals and submissions and prepare internal usage and barter adjustment journals.
- Submit monthly bank reconciliations by the 10th and verify that all bank charges are processed before management accounts are prepared.
- Review all contracts twice a year to confirm validity and upcoming increases.
- Review the fund accounts to identify any transactions not transferred.
- Prepare and share a report on checked-out resort clients who have outstanding payments.
- Ensure all ITAS returns are filed before their due dates and pay the ROR agreement before the 31st each month.



MINIMUM QUALIFICATION AND WORK EXPERIENCE REQUIREMENTS.

ESSENTIAL REQUIREMENTS

- National Diploma in Finance and Accounting (NQF Level 6) with three (3) years of work experience in finance and accounting environment.
- Supervisory skills
- Knowledge of Innkeeper system **(added advantage)**
- Accuracy and financial analytical skills
- Computer literacy in accounting software
- Excellent interpersonal and communication skills
- Excellent planning skills and organizational skills
- Administrative skills
- Ability to delegate and multitask
- Excellent time management

APPLICATION PROCEDURES:

To access the vacancy applications portal, potential applicants are advised to follow the web link: www.nwr.com.na/vacancies or scan the QR Code. All applications must be submitted as a complete bundle, including the following documents:

- A cover letter providing a detailed motivation for the application, signed by the applicant.
- A comprehensive and up-to-date curriculum vitae (CV) with 3 professional references.
- Certified copies of academic qualifications and any relevant supporting documents.
- For all foreign qualifications, a copy of the evaluation report issued by the Namibia Qualifications Authority (NQA) is required.

Preference shall be given to the Namibian citizens. Successful candidates shall have no criminal, dishonesty or previous employment misconduct records. **In terms of the Affirmative Action (Employment Act) Act 29 of 1998, people from designated groups, and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.** Only shortlisted candidates will be contacted, and no documents will be returned to the applicants.

The closing date for all applications is on or before **Thursday, 27 August 2026 @17h00.**

Enquiries: Ms. Yonta Shanyengange, Human Capital Officer
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