



EXTERNAL VACANCY

FINANCIAL ACCOUNTANT (GRADE D3) WINDHOEK

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.

We're looking for a detail-oriented Financial Accountant to join our team. This role will be responsible for maintaining credible financial records and ensuring compliance with accounting standards and regulations. In addition, to prepare accurate statements, forecasting costs and revenues, managing tax payments, and conducting internal audits. To manage and maintain financial control systems and standard procedures.

PURPOSE OF THE POSITION.

To plan, gather and monitor financial data, preparing accurate statements, forecasting costs and revenues, managing tax payments, manages accounts receivables, accounts payable and conducting internal audits. They ensure compliance with accounting regulations and support the company's financial decisions. To manage and maintain financial systems and procedures. The successful candidate will report directly to the Chief Financial Officer.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES.

- Administers the creditors, debtors, banking and general ledgers.
- Compiles monthly financial accounts and annual financial statements.
- Plans and manages staff activities with regards to financial procedures
- Manages system changes, upgrades and additions.
- Ensures the integrity of financial data
- Manages import of external data onto the financial data base
- Ensures the collection, processing and reconciliation of daily revenue sheets.
- Ensures the collection, processing and reconciliation of all company expenditures
- Reviews reconciliations of all bank accounts and monthly debtors and creditors reconciliations.
- Manages bank accounts
- Monitors cash flow according to the availability
- Reconcile investment accounts and interest
- Responsible for relevant income tax and VAT refunds
- Liaison with internal and external auditors.



MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in Finance and Accounting at NQF Level 7.
- Five (5) years relevant work experience in financial accounting and cost management, of which 2 years on a supervisory role.
- Financial analytical skills;
- Accuracy and systematic approach;
- Valid driver's license (Code B);

Preference:

- Honours bachelor's degree in accounting science and/or certificate in the theory of accountancy or equivalent.
- Completed three (3) years articles of clerkship over and above the 5 years relevant working experience in financial accounting and cost management accounting.
- External / internal auditing experience with strong skills in internal controls.

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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