

**Build it.****ONDANGWA****WE ARE HIRING**

JUNIOR ACCOUNTANT

**POSITION BASED IN SWAKOPMUND**

We are looking for a sharp, reliable Junior Accountant who enjoys working with numbers, keeps banking and budgets under control, and takes pride in getting the details right.



KEY RESPONSIBILITIES

- Control daily banking and finance processing
- Check and process bank statements
- Prepare bank reconciliations and resolve differences
- Assist with budgets and monitor spending
- Check purchases against approved budgets
- Approve purchases within delegated authority
- Maintain accurate financial records and supporting documents
- Prepare clear finance and budget reports

**REQUIREMENTS & APPLICATION DETAILS ON PAGE 2****1 OF 2**

JUNIOR ACCOUNTANT

BUILD IT ONDANGWA | SWAKOPMUND



MINIMUM REQUIREMENTS

- Relevant accounting or finance qualification
- At least three years' hands-on finance experience
- Practical banking and bank-reconciliation experience
- Experience working with budgets and purchase controls
- Strong Excel and accounting-system skills
- Good numerical ability and strong attention to detail



THE PERSON WE NEED

- Trustworthy, reliable and discreet with financial information
- Able to work independently and meet deadlines
- Confident enough to question figures that do not make sense
- Comfortable following up and resolving outstanding differences

WORK ARRANGEMENT

Employed by Build It Ondangwa • Position based in Swakopmund
Branch-level training and regular branch visits will be required



HOW TO APPLY

Submit your CV, qualifications and contactable references to:

cp@buildit.com.na

POSITION OPEN UNTIL FILLED