

Consolidated Copper Corp is a mining, development and exploration company focused on copper mining in Namibia. The company is seeking a suitably qualified candidate for the position of Assistant Accountant within the Commercial Department at its Central Operations (Otjihase/Matchless Mines) under Ongopolo Mining Limited, located approximately 35 km outside Windhoek.

Assistant Accountant – COM10 x1

Role Purpose:

Reporting to the Senior Accountant, the Assistant Accountant will be responsible for providing accurate and timely accounting, reconciliation, month-end, payroll, VAT and audit support across all mine sites, while ensuring that financial records and supporting documentation are properly maintained.

Main Responsibilities:

- **Financial Accounting:** Process accounting transactions, prepare routine journals, maintain General Ledger records and ensure accurate and complete supporting documentation.
- **Reconciliations:** Prepare and maintain balance sheet, bank, petty cash and other assigned account reconciliations, investigate discrepancies and follow up on outstanding items.
- **Month-End Accounting:** Perform assigned month-end activities, including journals, accruals, prepayments, working papers and supporting schedules.
- **Financial Analysis:** Investigate accounting discrepancies and assist with budget-versus-actual and other variance analysis.
- **Payroll Administration:** Provide payroll processing support, including employee changes, leave balances, payroll deductions, payroll journals and payroll variance checks.
- **VAT & Statutory Accounting:** Prepare VAT schedules and reconciliations, maintain supporting documentation and assist with statutory accounting requirements and NamRA queries.
- Prepare audit schedules and supporting documentation, maintain audit files and respond to routine audit information requests.
- **Internal Controls:** Ensure compliance with financial policies, procedures and internal controls, and identify and report control weaknesses or recurring processing errors.
- **ERP & Process Improvement:** Maintain accurate financial information in the ERP system and identify opportunities to improve accounting processes and systems.
- **Health & Safety:** Comply with mine health and safety requirements and participate in required safety training and initiatives.

Minimum Educational & Experience Requirements:

- A Bachelor's Degree or National Diploma in Accounting, Finance, Commerce or a related field
- Studying towards a professional accounting qualification such as CA, CIMA, ACCA or equivalent will be advantageous
- At least 4 years' relevant experience in an accounting or finance environment
- Practical experience in General Ledger processing, journal preparation and account reconciliations
- Experience in month-end accounting processes and preparation of accounting working papers
- Experience in payroll administration or payroll processing support
- Exposure to VAT preparation, audit support and statutory accounting requirements
- Experience with ERP systems; Pronto experience will be an added advantage
- Mining or industrial accounting experience will be an added advantage.

Knowledge, Skills & Competencies:

- Knowledge of General Ledger accounting principles, journal preparation and reconciliations
- Knowledge of VAT, payroll administration and applicable Namibian statutory requirements
- Knowledge of financial record-keeping, audit requirements and internal controls
- Intermediate to advanced MS Excel skills
- Strong numerical, reconciliation and analytical skills
- Accuracy and attention to detail
- Ability to identify and investigate accounting discrepancies
- Good organisational and record-keeping skills
- Effective written and verbal communication skills
- Ability to work under pressure and meet strict deadlines
- Integrity, ethical conduct and a results-oriented approach.

Special Requirements:

- Valid Code B driver's licence
- Willingness to travel between mine sites as required
- Ability to work extended hours during month-end, payroll, VAT and audit periods.
- Applicants must disclose the following:
 - Any disciplinary history
 - Any pending court cases
- Applicants are required to submit a signed declaration confirming the above disclosures together with their cover letter.

Application Requirements

Interested candidates should submit:

- A detailed CV
- Non-returnable certified copies of relevant qualifications
- A valid Certificate of Conduct (Police Clearance Certificate) not older than six months
- Contact details including email addresses for references
- Candidates must be Namibian citizens.

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net.

Ongopolo Mining Limited is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.

Closing Date for Applications: 18 September 2026 @ 7:00PM