



Career Opportunity

Join the dynamic team at Namib Desert Diamonds (Pty) Ltd (NAMDIA), a leading diamond marketing and sales company. As an industry pioneer, NAMDIA is uniquely positioned to market a portion of Namibia's rare and highly coveted diamonds through sustainable channels. Established in 2016 by the Government of the Republic of Namibia, NAMDIA operates as a private company under the Companies Act with limited liability. This is your chance to be part of a forward-thinking organization that plays a pivotal role in shaping the future of the diamond industry.

We currently looking for a:

Position	Financial Accountant (Temporary)
Job Grade	C3
Type of Contract	Fixed Term 4 Month Contract
Duty Station	Windhoek
Primary Purpose	To process all financial accounting transactions aimed at generating a trial balance and management accounts for both the company and its subsidiaries. Responsible for administering all procedures facilitating accurate and timely payments related to financial transactions, taxation, insurance, services, and the procurement of goods, assets and services. Additionally, tasked with managing the receipt side of revenue accounts and ensuring prompt payment for goods, and in case of assets follow-through to the fixed asset register integrity. Accountable for providing comprehensive deliverables, including reporting, reconciliations, as well as providing updates to stakeholders when required.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - Bachelors in Accounting and Finance or related fields. (NQF Level 7) - 5 years' work experience in this area of operational expertise, of which two (2) years should have been at team level.
Special Requirements/Licenses	<ul style="list-style-type: none"> - Driver's License Code B
Key Responsibilities	<ul style="list-style-type: none"> - Financial Accounting system, procedures, and database integrity. - Accounts payable preparations and Process Effectiveness - Accounts receivable invoicing preparations controls and processing - VAT administration effectiveness - S&T payment integrity and efficiency - Accounts reconciliation integrity - Month end, quarter and year end procedures - Payroll and payments integrity - Fixed Asset Register
Competencies /Skills	<ul style="list-style-type: none"> - Planning and Coordination - Problem Solving - Reporting and advising - Numeracy and Financial calculations

- The deadline for applications is **06 May 2024 at 17h00 local time**.
 - Interested candidates should apply by submitting their application electronically via email to: recruitment@namdia.na
 - All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, identification documents and relevant supporting documents. All foreign qualifications must be evaluated by the Namibia Qualifications Authority (NQA).
 - No hand-delivered applications will be accepted.
 - All suitably qualified Namibians are encouraged to apply.
 - Only shortlisted candidates will be contacted.
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