



## Namibia Development

*Fostering self-reliance among communities since 1987*

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### VACANCY : ACCOUNTANT

Namibia Development Trust (NDT) is a non – profit organization registered as a Trust . The organisation promotes urban and rural development with special emphasis on building the capacity of community based organisations.

**Job purpose:** The organization desires to recruit an Accountant who will be part of the NDT Finance and Administration Team.

#### Key responsibilities:

- Computer entries of all transactions of the organization on daily basis
- Generation of financial accounting records and reports on monthly basis with detailed explanations on variances
- Oversee timeous filing of all relevant financial documentation relating to procurement and budget
- Plays an active role in preparing for institutional as well as individual project audits
- Oversee all financial transactions and data related to procurement and budget has proper back-up.
- Ensure compliance of all transactions with the different donor requirements

#### Education and Experience

- Bachelor's Degree in accounting will be good, with more advance recognise qualification form an accredited institution will be desirable.
- 5 Years' experience working on NGO accounting environment will be an added advantage and or working in an auditing firm conducting audits on similar kind of organisations.
- Excellent knowledgeable on computerized accounting program/s; e.g. Pastel accounting programs is a **must**
- Must have good financial analytical and problem-solving skills;
- Must have good accounting and bookkeeping skills;
- Attention to detail and be a Team Player
- Must be able to analyse and interpret fiscal and accounting records and data.
- Practical experience in working and managing financial accountability requirements with larger donors e.g EU , USAID , GIZ is strongly desirable
- Drivers licence and ability to drive is strongly desirable

**Only short-listed candidates will be contacted for interviews.**

Candidates who meet the requirements and who will be able to start immediately will be given preference. Position will initially be for a 12-month period with a 3 months period and may be extended based on performance and funding availability. If you meet the above requirements kindly submit CV with a letter of motivation and 3 contactable referees to , [info@ndt.org.na](mailto:info@ndt.org.na). Closing date for applications, **15<sup>th</sup> April 2021**