

VACANCY

ACCOUNTANT (NCA)



ABOUT MEATCO

Meatco, an equal opportunity employer, is a progressive organisation involved in the production, processing, value addition, and marketing of red meat and associated by-products.

POSITION:

Purpose of the Job

The Accountant, (Northern Communal Area) is responsible for preparing asset, liability, and capital account entries by compiling and analysing account information. Documents financial transactions by entering account information. Recommends financial actions by analysing accounting options.

Key Performance Areas

- Substantiate, compile and analyse all accounting transactions up to trail balance to ensure reliable and correct financial statements.
- Review that all debtors accounts are within approved credit limits and payment terms and that all overdue accounts are reported to the Group Financial Accountant.
- Review all payments of accounts payable by verifying orders, receiving notes, invoices reconciliations and nominal accounts.
- Review, approve and post monthly necessary adjusting journals and ensure supporting documents.
- Review all balance sheet reconciliations, reconciliation between the production systems and accounting systems, and the trade and consumable stock reconciliations.
- Prepare monthly reconciliation of PPE and perform group consolidation and reconcile salary expenses in the GL to the Payroll system and group level monthly.
- Maintain the fixed assets register and ensure that all asset purchases are duly approved.
- Ensure correctness of sales income figure on management accounts between Emydex and X3 systems.
- Responsible for monthly statutory payments and returns.
- Administer all user profiles and signatories on various banks
- Prepare Management Accounts on a monthly.
- Responsible for appointment, training, motivation, handling of discipline and grievance, performance evaluation of sub-ordinates
- Assist with the preparation of the annual budget, recruitment, discipline and procedures within the subsidiary.

Competency and Skill Requirements

- Degree in Accounting or Financial Management.
- Five (5) years relevant experience.
- Experience in the preparation of management reports.
- Must have excellent knowledge of financial accounting systems, financial modelling, financial standards and Namibian Tax and Labour laws, (knowledge of SAGE X3 will be an added advantage).
- Must have good skills in accounting, costing methods and systems, budget management, analytics, interpersonal relations, Micro Soft systems, organisation and supervision.
- Must have good Commercial awareness, a valid Drivers License.
- Must be a Namibian Citizen.

Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.

To Apply: If this appeals to you, kindly forward a cover letter, CV and certified copies of supporting documents (all qualifications to be accompanied by NQA accreditation) to: mrecruitment@meatco.com.na

Closing date: 18 March 2025