



JOB PROFILE

A. POSITION INFORMATION	
Job Title	ACCOUNTANT: COST & MANAGEMENT ACCOUNTS
Department	Finance, Administration and ICT
Division / Unit	Cost & Management Accounts
Duty Station	Windhoek
Reports to Position	Finance Manager
Number of Direct Reports	One (1)
Job Description Completion Date	March 2025
PATERSON GRADING OUTCOME	C4

B. PRIMARY PURPOSE OF THE JOB
To perform a variety of accounting duties in accordance with generally accepted cost accounting, budgeting and Management accounting principles and to supervise the accounting section activities.

C. ORGANISATIONAL STRUCTURE	
Incumbent's Superior (1 Level)	Finance Manager
Incumbent's Job title	ACCOUNTANT: COST & MANAGEMENT ACCOUNTS
Incumbent's Subordinates (Level 1) [Title/-s and Number/-s per Position]	Assistant Accountant: Cost and Budget Control

D. POSITION IN THE ORGANISATIONAL STRUCTURE
<pre> graph TD FM[Finance Manager] --- CA[Cost Accountant] CA --- AA[Assistant Accountant] </pre>

E. JOB SPECIFICATIONS	
Minimum Academic Qualification	A bachelor's degree in accounting/finance or Auditing or related field
NQF Level (1-10)	NQF Level 7
Minimum Experience Required	Indicate number of years in relevant categories hereunder: Indicate highest level of experience.
• Executive / Senior Management	
• Middle Management	
• Supervisory	
• Training	



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<ul style="list-style-type: none"> Specific Industry / Area of Expertise (Indicate Area and Years) 	<ul style="list-style-type: none"> At least four (4) years' experience in a similar or related position.
<ul style="list-style-type: none"> General Work 	<ul style="list-style-type: none">
Legal / Professional Requirements / Licenses	Driver's License.

F. CORE COMPETENCIES		
Knowledge	Skills	Behaviour
Generally Accepted Accounting Principles (GAAP).	Reviewing and interpreting complex financial reports, ledgers, records and legal documents.	Team collaboration.
Generally Accepted Auditing Standards (GAAS).	Ability to review, classify, categorize, prioritize, and/or analyze data as needed to examine and analyze financial records and prepare and interpret a variety of accounting statements and reports.	Social intelligence.
Economic and forecasting methods and procedures.	Ability to establish and maintain cooperative working relationships with individuals to include vendors, employees, co-workers, and department managers as needed to coordinate financial administration.	Emotional intelligence.
Financial policies, strategic and long range financial planning.	Ability to analyze complex problems and reports and reach sound conclusions as needed to audit financial accounts and find inconsistencies in financial data. Ability to conduct research and formulate substantive recommendations as needed to prepare reports.	High stress tolerance
Financial management and public financing techniques.	Ability to analyze and interpret financial information as needed to establish, monitor, and maintain financial accounts and transactions. Ability to trace and identify transactions in financial records as needed to find errors or discrepancies.	Integrity.
Knowledge of HR, Finance & Administration Personnel Rules, regulations, policies and procedures	Ability to verbally present information using appropriate tone, delivery style, volume, pace, and non-verbal gestures as needed to ensure the listener's attention and understanding.	Innovative.
Knowledge of accounting principles and practices including financial statement preparation, debits and credits, revenues and expenses, and liabilities as needed	Ability to deliver negative information in a sensitive and understanding manner as needed to explain and resolve errors and problems.	Pragmatic.
To be able to analyze and interpret complex accounting data.	Ability to demonstrate appropriate patience and tact when dealing with confused and/or defensive individuals citizens as needed to provide information or directions to individuals.	Inter-cultural intelligence.



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	Ability to motivate, develop and direct people as they work as needed to lead less experienced staff members. Ability to prepare accurate financial statements at an intermediate level of complexity.	Meticulous.
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G. PRIMARY FACTORS OF POSITION	
Working Conditions.	Indicate % hereunder - to add up to 100%
• Office	100%
• Technical Workshop	
• Classroom	
• Travelling / Field Work	
• Other (Specify)	
Degree of Supervision Required (autonomy).	Indicate official reporting to direct supervisor hereunder. Select only one and indicate with [X].
• Daily	
• Weekly	10%
• Monthly	20%
• Quarterly	70%
Work Pressure to Make Decisions.	Indicate pressure to make independent decisions, without reference to a supervisor, under normal conditions. Select only one and indicate with [X].
• Low (<30% in KPA's)	X
• Medium (30-60% KPA's)	
• High (>60% in KPA's)	
Forward Planning Required to execute KPA's.	Select only one and indicate with [X]. However, if more than one is applicable, indicate % forward planning for each relevant category; to add up to 100%.
• Daily	
• Weekly	
• Monthly	10%
• Quarterly/Annually	40%
• 3-5 Years Ahead	50%
Relevant Decision Making of Position.	Indicate % next to each level. Provide examples.
• Strategic Decision Making.	
• Operational Decision Making.	100%
• Routine Decision Making.	

H. Key Performance Areas	Critical Tasks	Key Performance Indicators/Areas
1. Budgeting and Control	i. Responsible for ensuring that spending is within approved budget for controlled centre(s). ii. Responsible for preparation of annual financial budgets for controlled centre(s).	Budget planning and control



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H. Key Performance Areas	Critical Tasks	Key Performance Indicators/Areas
2. Cost Analysis	<ul style="list-style-type: none"> i. Responsible for potential cost savings by analysing cost movements. ii. Responsible for identify potential revenue generating initiatives based on know-how. iii. Responsible to ensure that all processing is allocated to the correct cost centre costs for accurate reporting. iv. Collecting and analyzing data about a company's operational costs v. Setting standard costs of manufactured goods vi. Developing and analyzing cost standards vii. Carrying out cost-volume-profit (CVP) analysis, including for small businesses viii. Establishing costs of business processes such as administration, labor, shipping, etc. ix. Performing account reconciliations x. Preparing audit reports and presenting their findings to management xi. Recommending changes to the company's processes and policies to reduce cost and maximize profit xii. Advising executives and upper management on appropriate costing based on financial data xiii. Managing the company's balance sheet and accounting books xiv. Supporting other company accountants with invoicing and capital expenditure xv. Collaborate with Financial Managers and other team members to successfully execute various accounting tasks. xvi. Maintain company ledgers and daily financial transactions. xvii. Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders. xviii. Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them. xix. Manage payroll activities and release salaries. xx. Coordinate and manage payment and billing details of external service providers, contractors and vendors. xxi. Verify payments and deposits made through the company account and coordinate with the bank. xxii. Create daily reports for management and team members. 	Accounts receivable collection period - Accounts Receivable Turnover (Number of times in one accounting period AMTA customers pay).

I. DEGREE OF SUPERVISION AND WORK CLASSIFICATION:

The fundamental reason that this position exists is to perform professional accounting work. The essential functions of this position include obtaining financial data and information, processing financial documents and



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H. Key Performance Areas	Critical Tasks	Key Performance Indicators/Areas
<p>related information, evaluating financial data and information, preparing financial documentation, providing consultation and expert advice to management, employees or other groups, serving as a lead worker, and various administrative tasks.</p> <p>Employees perform professional assignments requiring developed judgment and discretion in the application of professional accounting theory.</p> <p>Employees perform a variety of accounting assignments and/or assume on-going responsibility for an element of a larger accounting program, or a program of limited scope. The accountant level is distinguished from the Assistant Accountant, in that the latter would typically receive more supervision, perform less judgmental assignments, and have less direct responsibility for an on-going accounting activity.</p> <p>Employees at the Accountant level supervise subordinate clerical staff, such as the Assistant Accountant.</p>		
II. CAREER PROGRESSION PLAN		
i.		
I. JOB DESCRIPTION SIGN-OFF		
NAME	SIGNATURE	DATE
Incumbent	Incumbent	
Supervisor	Supervisor	
Approved By:	AD Interim MD	
MISHA PERCY W.		2025-07-07

Job Description Disclaimer: The statements included in this document are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

