



APPROVAL OF PERSON REQUISITION

Position Title	FINANCIAL ACCOUNTANT (Debtors)
Position Grade	C4
Department:	Finance, Administration & ICT
Duty Station:	Windhoek, Head Office

Minimum Requirements: Qualifications and Experience	Key Role, Duties, Responsibilities and Accountabilities
<ul style="list-style-type: none"> • A bachelor's degree in accounting/finance or Auditing or a related field. • At least four (4) years' experience in a similar or related position. • Drivers license 	<p>1.Accounts Receivable</p> <p>i. Assist the Finance Manager with month-end reconciliations and ageing accounts.</p> <p>ii. Process adjustments that are affected by the Customers accounts for authorisation by the Finance Manager.</p> <p>iii. Reviews new customer accounts to ensure the customer standing data collected is accurate for correct billing of the customer. Ensures that direct deposits are allocated to appropriate accounts on time.</p> <p>iv. Coordinates the work of the Accounts Assistants and Cashiers.</p> <p>v. Ensures the integrity of income by checking customers are not overcharged or undercharged. Review the customer ages analysis and ensure that overdue accounts are followed up.</p> <p>vi. Compiles and analyses monthly accounts receivable reports for the Financial Manager. Authorises all credit balances to be paid to consumers.</p>
<p>Competencies & Skills</p> <ul style="list-style-type: none"> • Financial Analysis. • Budgeting and Forecasting. • Cost Control and Reduction. • Strategic Planning. • Variance Analysis. • Knowledge of Accounting. • Standards (e.g., IFRS, GAAP). • Proficiency in Accounting Software (e.g., SAP, Oracle). • Data Interpretation and Reporting. • Decision-Making Support. • Internal Controls and Risk Management. • Communication Skills. • Attention to Detail. 	

- Ethical Judgment and Integrity.
- Time Management.
- Problem-Solving Skills.

vii. Deals with account enquiries via telephone or face-to-face from the public that cannot be resolved by Accounts Assistants. Deals with illegal connections and ensures that the correct procedure is followed according to company policy.

viii. Recommends to the Finance Manager when accounts are bad debts that should be written off. Prepares cash up and ensures it balances on the system.

ix. Checks the end-of-day report to ensure such items balance.

x. Verifies if original cancelled receipts are available for all cancellation transactions. Responsible for the supervision of the entire billing process.

xi. Handling audit queries from external auditors. Ensure petty cash of the cashiers balances out.

xii. Ensures that direct deposits are allocated to appropriate accounts on time. Ensures the integrity of income by checking that customers are not overcharged or undercharged.

xiii. Deals with account enquiries via telephone or face-to-face from the debtors that cannot be resolved by Accounts Assistants. Ensures that all revenue generated is deposited and bank transactions are recorded on the financial system.

xiv. Supervises the work of Accounts Assistants and evaluates their performance on an annual basis.

xv. Prepares quarterly reports; reviews and verifies daily cash handling reports; analyses variances in cash collections and reports reasons to management.

xvi. Posts debit notes and debts journal items on the appropriate Financial System according to policies and procedures. Conducts performance appraisals and compiles a leave schedule for all the officers in the division.

xvii. Responsible for capacity building of immediate subordinates.

xviii. Weekly reviews the performance of subordinates and develops means to improve and correct the situation, if necessary. Investigates complaints and

enquiries and takes corrective measures if necessary to prevent recurrences.

2. Financial Reporting

i. Responsible for monthly reconciliation and integration of payroll on VIP. Controls monthly expenditure reports.

ii. Prepares financial statements, reconciles accounts for periodic closing, and prepares Financial Management reports to assure accuracy; makes correcting entries and recommends improvements in its procedures.

iii. Keeps records for proof of payment purposes and queries, reports and budget compilation.

iv. Reviews and posts batches and prepares month-end reconciliations of credit control accounts for review and verification by the Finance & Administration Manager.

v. Prepares salary payments and advanced of staff members and deposits such salary checks.

vi. Controls and processes the bank reconciliations every month. Prepares reports for the Finance Manager on revenue collected.

vii. Prepares quarterly reports; reviews and verifies daily cash handling reports; analyses variances in cash collections and reports reasons to management.

3. Asset Management

i. Responsible for the Asset Register through the calculation of depreciation on asset groupings are done according to procedures.

ii. Ensures the efficient procurement and management of supplies, materials, vehicles, equipment and/or other related inventory items.

iii. Responsible for supervising the procurement officer's activities and asset management controller duties, as well as the creditors' clerks.

iv. Supervises the work of the Assistant Accountant: Creditors and Procurement Controller, such as reviewing purchase orders and

