

VACANCY ANNOUNCEMENT (INTERNAL AND EXTERNAL CANDIDATES)
Finance Department: Finance Officer Accounts Receivable (JOB GRADE C-4)

The Namibia Industrial Development Agency (NIDA) is established by Act 16 of 2016 to effectively lead the industrialization agenda of Namibia, and meaningfully contribute to employment creation and economic growth.

JOB PURPOSE

To manage all aspects and transactions of the accounting process and collections regarding debtors.

KEY RESPONSIBILITIES:

- Assure that all debtor receipts and invoices are timeously and accurately processed
- Investigate credit and debit balances
- Conducts debt collection
- Reconcile the AR system with the General Ledger Control Account
- Compile Income Analysis on specific properties and also Debtor Analysis
- Explain billing invoices and accounting policies to staff and customers
- Assisting with budget preparations
- Assist internal and external auditors in completing audits
- Performs inventory reconciliations
- Executes inventory items for control
- Coordinates maintenance of Point of Sale at KCR shop, Mangetti shop and Naute shop.
- Maintain and reconcile livestock information on Namlits system
- Performs day to day processing of financial transactions to ensure that project finance and procurement are maintained in an effective, up to date and accurate manner.
- Processing of Cash books and Purchase Orders
- Executes any other duties relevant to the efficiency of the department as assigned by the supervisor.

JOB SPECIFICATIONS

Minimum Academic. Professional Qualifications & Experience	Bachelor Degree / NQF level 7 4 years' experience in Finance
Competencies & Skills	Ability to work with customers Accuracy Analytical skills Good negotiation skills Integrity

**LJ MATTHEWS (CHAIRPERSON), T KADHIKWA (VICE-CHAIRPERSON),
 BM MUTEKA, F FLEERMUYS, E KATJAERUA,
 HM GAOMAB II (CHIEF EXECUTIVE OFFICER)**

All official correspondence must be addressed to the Chief Executive Officer

GENERAL GUIDELINES:

Applications to be submitted to HR electronically to recruitment@nida.com.na. The deadline for applications is **25 February 2022 at 16H30**. No late applications will be accepted.

NB: Foreign acquired qualifications should be accompanied by NQA evaluation report to be considered. **Certified copy of Certificate of Conduct issued by NAMPOL is mandatory.**

Please note that certified copies of qualifications, identification and other support documents should be included in your electronic application submission, supported by a cover letter, a comprehensive, updated Curriculum Vitae. Applicants shall provide three (3) professional and traceable references and their contact details.

Only short-listed candidates will be contacted, and no documents will be returned.