

ACCOUNTANT

KEY RESPONSIBILITIES

- Bank Processing and Reconciliation
- Invoice and Supplier Reconciliation
- Manage and process intercompany journal entries, balancing ledger accounts for accurate reporting.
- Prepare audit files and assist external auditors during audits, ensuring compliance and providing necessary documentation.
- Tax Management across business units, including overseeing tax submissions and ensuring good standing collections.
- Review VAT calculations prepared by junior accountants & interns and ensure timely submissions for the group in compliance with regulations.
- Oversee the loading of payments to ensure timely and accurate disbursement of funds.
- Review financial reports prepared by junior accountants for accuracy and completeness before submission for management reporting.
- Supervise the processing of various journal entries to maintain accurate financial records.
- Ensure proper filing and organization of finance documents for easy retrieval and compliance.
- Train and mentor new interns in the use of accounting software and accounting practices to enhance team capabilities.

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's degree in accounting
- 2 years' Accounting Experience
- Excellent attention to detail
- Pastel proficiency is an added advantage
- Proficiency in Microsoft office
- Deadline Oriented
- Team player

CLOSING DATE: 14 August 2026

APPLICATION PROCEDURE:

Applications should be sent to recruitment@united.com.na . Please note that **ONLY** shortlisted candidates shall be contacted. For more information on the positions advertised above visit www.uaginvestments.com.na

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