

# ERONGO REGIONAL COUNCIL

## DIRECTORATE: FINANCE AND ADMINISTRATION

<b>Post Designation</b>	:	Senior Accountant Grade 7
<b>1xPost</b>	:	Swakopmund
<b>Salary Scale</b>	:	N\$ 291, 128 – N\$ 347, 926
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum

**Minimum Requirement:** National Diploma at NQF L6 majoring in Accounting or Finance plus four (4) years appropriate experience.

### **Main Duties:**

- Assist with the compilation of Annual Plan of the Division.
- Assist with the compilation of financial management reports.
- Assist with the compilation of Annual Financial Statements.
- Ensure adherence to management procedures and processes relevant to the Finance Division.
- Responsible for checking and controlling of all payments done by the accountants and ensure timeous payment.
- Perform monthly reconciliations.
- Carry out financial inspections to the sub- receivers of revenue at the Settlements Offices.

**Enquiries:** Ms MJ Nicolao/ Mr AP Abner Tel: 064-410 5758/5726

### **To candidates:**

- **Applications must be accompanied by comprehensive curriculum vitae, testimonials and original certified copies of educational qualifications, academic records/transcripts.**
- **All foreign qualifications must be accompanied by an evaluation of qualification by the Namibia Qualifications Authority (NQA).**
- **Applicants who only partially complete and /or do not sign application forms (latest revised) will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.**
- **Only shortlisted candidates will be considered and no personal documents will be returned.**
- **NB: In terms of the Affirmative Action Act, Act 29 of 1998, women and people with disabilities who meet the advertised requirements are encouraged to apply.**

**Application must be submitted to:**

**The Chief Regional Officer  
Erongo Regional Council  
Private Bag 5019  
SWAKOPMUND**

**Or Hand delivery at:**

**Erongo Regional Council  
Human Resources Department  
Acacia Building, Tobias Hainyeko Street  
Swakopmund**