



Vacancy ACCOUNTANT

The Walvis Bay Corridor Group (WBCG) is a public private partnership focusing on promoting the ports of Walvis Bay and Lüderitz as the preferred trade route for imports and exports in southern Africa.

As part of the WBCG's objectives to build capacity and increase trade flows along the Walvis Bay Corridors, we are seeking the services of a dedicated Accountant to support the organisation’s financial operations, ensure compliance, and maintain accurate financial information that drives effective decision-making.

	Location HEAD OFFICE WINDHOEK		Closing Date 17H00 THURSDAY 11 DECEMBER 2025
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MAIN RESPONSIBILITIES

- Prepare, analyse and maintain accurate financial records, including journals, ledgers and reconciliations.
- Assist in the preparation of monthly, quarterly and annual financial statements.
- Process accounts payable and receivable, ensuring timely and accurate recording of transactions.
- Maintain asset registers and support fixed asset management.
- Support budgeting and forecasting processes through data collection and analysis.
- Ensure compliance with financial regulations, tax requirements and internal control policies.
- Process payroll inputs and maintain related records in line with organisational procedures.
- Reconcile bank accounts, supplier statements and debtor accounts monthly.
- Assist in the preparation for audits and liaise with internal and external auditors.
- Maintain financial filing systems and ensure proper document management.
- Provide administrative support to the Finance team to enhance operational efficiency.

REQUIREMENTS

Minimum Education and Professional Requirements:

- Bachelor’s degree in Accounting, Finance or a related field.
- A minimum of 3 years of relevant accounting experience.
- Solid understanding of accounting principles, financial regulations and reporting standards.
- Proficiency in accounting software (Sage Pastel experience will be an advantage).
- Strong analytical, numerical and problem-solving skills.
- High attention to detail and ability to work under pressure.
- Strong communication and organisational skills.
- Experience working with donor-funded projects (financial reporting, compliance and fund-tracking requirements) will be an added advantage.
- Experience in procurement administration, including supplier onboarding, quotation processes, purchase order management, and compliance with organisational procurement policies will be an added advantage.

We offer a market-related remuneration package commensurate with experience and qualifications. A challenging career opportunity awaits the successful incumbent.

Interested candidates should submit their updated CVs, accompanied by three traceable references and certified copies of qualifications, in a sealed envelope and in the strictest confidence to:

HR OFFICER

Walvis Bay Corridor Group
PO. Box 25220, Windhoek, Namibia
31 General Murtala Mohammed Avenue, Eros
Tel: **(+264) 61 251 669** | E-mail: hr@wbcg.com.na

Only hand delivered applications will be accepted.

Previously disadvantaged people are encouraged to apply.

Only short listed candidates will be contacted for interviews and no submitted documents shall be returned. Candidates should ensure that all foreign qualifications are evaluated by the NQA.