



The Namibia Institute of Public Administration and Management (NIPAM) is a state-owned enterprise established by the Namibia Institute of Public Administration and Management Act, 2010, (Act no.10 of 2010). NIPAM's mission is to transform the Public Sector of Namibia into an efficient, effective and accountable system through training, operational research, capacity evaluation, consultancy and strategic partnerships.

VACANCY

POSITION:

FINANCIAL ACCOUNTANT

The incumbent will report to the Senior Financial and Management Accountant

PATTERSON	:	GRADE C3
MINIMUM	:	N\$ 324, 960. 00 (Total Employment Cost)
MAXIMUM	:	N\$ 422, 448. 00 (Total Employment Cost)

PRIMARY PURPOSE:

The purpose of this role is to ensure that all invoices for services rendered and all other institutional related expenses are processed and paid in a timeous manner. Assists the Senior Financial and Management Accountant to complete all financial accounting functions, including regulatory reporting and budgetary planning and control.

KEY PERFORMANCE AREAS:

- Creditors and Expenditure Accounts
- Cash Book
- Financial Administration
- Fixed Assets
- Management Accounts
- Audit
- Any other duty as assigned

EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- Bachelor's Degree in Finance / Accounting or related qualification.
- NQF Level 7
- 3 years' experience in the financial environment.

SPECIAL REQUIREMENTS / LICENSES

Minimum Qualifications and Experience

- Working knowledge of financial systems such as AccPac and/or Pastel

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998). Applications should include a Curriculum Vitae, Certified copies of qualifications and Identification document or passport. The closing date for applications is 31 March 2022 at 16:00 PM. Applications should be emailed to recruitment@nipam.na