



VACANCY

MINISTRY OF LAND REFORM
DIVISION GENERAL SERVICES
SUBDIVISION FINANCE
SECTION EXPENDITURE

Post Designation : **Accountant Grade 8**
Salary Scale : N\$220 828 x P – N\$263 911
Benefits : Housing allowance N\$13 080 p.a.
: Transport allowance N\$7 680 p.a.
1 Post : Windhoek

Minimum Requirements : An appropriate Diploma on NQF Level 6 majoring in accounting.

Duties

- Prepare and manage payroll
- Process all salary related advices on salary from Human Resource Office
- Prepare and forward salary recalls to Ministry of Finance
- Ensure correctness of remuneration payment (e.g. salaries, leave gratuities, overtime, etc.)
- Attend administrative work in accordance with procedures and deadlines
- Monthly reconciliation of staff salaries to ensure correctness thereof
- Reconciliation of PAYE (quarterly)
- Request and collect the tax directives from Inland Revenue
- Reconciliation of Salary posted to General Ledger
- Do annual Tax reconciliation
- Handling of salaries enquiries from officials
- Reconciliation of Suspense Accounts related to payroll
- Any other duty assigned by the Supervisor

Benefits: Remunerative package(s) consists of a monthly salary according to the above-mentioned salary scale(s), housing subsidy/rent allowance/housing allowance/transport allowance (if applicable) pension, social security and medical aid benefits

NB: All foreign qualifications must be submitted with an evaluation of qualification from Namibia Qualification Authority. Applications must be completed on form 156043, which is obtainable at any Government office, with certified copies of qualifications, identity documents and CV attached to it. Women and people with disabilities are encouraged to apply. Incomplete applications will not be considered.

Enquiries: Ms Njahi Mushe
Telephone: 061-2965328

Applications must be forwarded to: The Executive Director OR Hand delivered at
Ministry of Land Reform Ministry of Land Reform
Private Bag 13343 55 Robert Mugabe Avenue
Windhoek Windhoek

Advert date: 04 April 2019

Closing Date: 02 May 2019