

## VACANCY ANNOUNCEMENT

**Position:** ACCOUNTANT

**Location:** Windhoek

### Organization Overview

Namib Contract Haulage (NCH) is a proudly Namibian passenger transport provider committed to delivering safe, reliable, and affordable travel services nationwide. Our iconic fleet, affectionately known as the “yellow buses” or “SWAPO buses,” is renowned for punctuality, comfort, and competitive fares. With a dedicated focus on commuter services, bus hire, and long-distance travel, NCH continues to play an essential role in connecting communities across Namibia.

As we expand our operations, we remain steadfast in our vision of becoming “*the preferred transport company in Namibia*.” To support this growth, we are seeking a **Skilled Accountant** to join our team in Windhoek. The successful candidate will be instrumental in ensuring sound financial management, accountability, and integrity across all aspects of our operations.

---

### Key Responsibilities

The successful candidate will be expected to perform the following duties, among others:

- Process all accounting and financial transactions in **Pastel Accounting System**
- Prepare and analyze accurate financial statements in accordance with Namibian accounting standards
- Handle day-to-day accounting functions including accounts payable, receivable, and general ledger entries
- Invoicing customers and processing supplier payments while attending to supplier queries
- Ensure proper tax compliance, including preparation and timely submission of VAT, Import VAT, PAYE, and Social Security (Form 10)
- Submit monthly VAT returns and comply with all tax-related obligations
- Prepare quarterly management accounts and present reports to the Board
- Compile unaudited annual financial statements and present to management
- Ensure that all revenue received is timeously deposited and correctly recorded
- Maintain comprehensive and accurate filing of all financial and accounting documentation
- Supervise junior staff and oversee the financial administration function
- Provide timely and effective support during audits and ensure all audit queries are resolved
- Monitor and reconcile all balance sheet accounts monthly
- Distribute and record ticketing books issued to sales clerks
- Oversee payroll processing and ensure accurate third-party deductions and disbursements
- Support budgeting, forecasting, and financial planning across departments

- Ensure compliance with donor and regulatory reporting requirements
  - Perform internal audits to verify adherence to financial policies and procedures
  - Reconcile and activate all financial changes and adjustments into Pastel
  - Maintain compliance with nonprofit and transport industry-specific financial regulations
  - Assist in grant proposal budgeting and financial reporting to funders
  - Maintain copies and perform document filing for all departmental financial records
  - Promote personal development and set career goals aligned with organizational objectives
  - Carry out any other duties as may be reasonably assigned by management
- 

## Requirements


- Bachelor's Degree in Accounting, Finance, or a related field
  - At least 3 years Proven experience as a Accountant, preferably in a transport or Logistics environment
  - Sound knowledge of Namibian tax laws, accounting principles, and reporting standards
  - Proficiency in **PASTEL ACCOUNTING AND MICROSOFT EXCEL** is essential; candidates without experience in these programs need not apply.
  - Strong analytical and problem-solving skills
  - Excellent organisational, time management, and supervisory skills
  - High level of accuracy and attention to detail
  - Ability to work independently and handle multiple priorities
  - Strong communication and interpersonal skills
- 

## How to Apply


Interested candidates should submit the following documents:

- A detailed CV
- Certified copies of qualifications
- Certified copy of ID
- Motivational cover letter

### Email Applications To:

 [marketing@nch.com.na](mailto:marketing@nch.com.na)

### Or Hand Deliver To:

 Namib Contract Haulage,  
68 Simeon Shixungileni Street,  
Windhoek West, Windhoek, Namibia

### Application Deadline:

 By 17:00 on Wednesday, 9 July 2025