**FULL JOB DESCRIPTION**
SENIOR ACCOUNTANT

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| Nature of Role: | Permanent |
| Reporting to: | Manager: Corporate Services |
| Duty Station: | Windhoek |
| Salary: | N$410,000.00 per annum |

The National Art Gallery of Namibia (NAGN) invites applications from suitably qualified, experienced and highly motivated professionals for the position of Senior Accountant. The successful candidate will provide strategic financial leadership and ensure sound financial management, statutory compliance, effective budgeting, financial reporting, payroll oversight, and the prudent management of the Gallery's financial resources in support of organisational objectives.

**KEY RESPONSIBILITIES:**

- Lead and manage the financial and accounting functions of the Gallery.
- Prepare and monitor annual operating and capital budgets.
- Prepare monthly management accounts, cash flow reports, trial balances and annual financial statements.
- Ensure compliance with accounting standards, statutory requirements, internal controls and financial policies.
- Ensure timely implementation of employee benefits, remunerations and accurate payroll processing.
- Coordinate internal and external audits and provide supporting documentation.
- Manage banking, reconciliations, debtors, petty cash and payroll accounting.
- Provide strategic financial advice to Executive Management and the Board.
- Supervise the Assistant Accountant and oversee the divisional functions.
- Strengthen financial controls, governance, risk management and reporting systems.
- Support donor reporting, resource mobilisation and long-term financial planning.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in accounting, finance or equivalent qualification.
- Minimum five (5) years relevant accounting experience, including at least two (2) years in a supervisory role.
- Sound knowledge of GAAP, IAS/IFRS, taxation, company legislation and financial management.
- Experience in budgeting, financial reporting and audit coordination.
- Advanced Microsoft Office and Accounting systems proficiency.
- Strong leadership, analytical, planning and communication skills.
- Valid Code B driver's licence will be an added advantage.

**CORE COMPETENCIES:**

- Financial leadership and strategic thinking.
- Financial analysis and reporting.
- Budgeting and cost management.

• Integrity and accountability.
• Attention to detail.
• Planning and organisational skills.
• Problem-solving and decision-making.
• Team leadership and Results orientation.
• Excellent interpersonal and communication skills.

**APPLICATION PROCESS:**

Prospective candidates who meet the requirements should submit their application, accompanied by certified copies of qualifications, certificate of conduct and supporting documents hand delivered to National Art Gallery of Namibia, Corner of Robert Mugabe Avenue and John Meinert Street, Windhoek.

For enquiries, please contact the Senior Human Resources Officer at 061231160.

NB: Persons from previously disadvantaged groups who meet the requirements are encouraged to apply. Only shortlisted candidates will be contacted.

**APPLICATIONS SHOULD CLEARLY INDICATE THE POSITION APPLIED FOR.**
**CLOSING DATE: TUESDAY, 31 JULY 2026 AT 17H00.**