MEATCO Namibia

VACANCIES

ASSISTANT ACCOUNTANT 2x
JOB GRADE: C4
LOCATION: WINDHOEK

Purpose of the Job

To provide financial, clerical and administrative service to its stakeholders by ensuring accurate and effective verification and monitoring of income and accounts payments related functions.

Qualifications & Experience

- Diploma in Finance or Accounting NQA Level 6
- Three (3) years working experience in finance or accounting administration environment
- Financial accounting & Namibian tax knowledge
- Strong Excel & reporting skills (SAGE X3 advantageous)
- Excellent analytical, communication & organizational skills
- High integrity, accountability & attention to detail

Key Performance Areas

- Process and manage debtor and creditor transactions, ensuring accuracy and timely reconciliations.
- Verify and match invoices, delivery notes, and purchase orders to maintain financial accuracy.
- Prepare and process supplier and customer payments via online banking platforms.
- Perform daily, weekly, and monthly cashbook and bank reconciliations with zero discrepancies.
- Maintain accurate stock records, including GRVs, GIVs, and weekly/monthly stock reconciliations.
- Capture, review, and monitor invoicing and pricing in relevant financial systems (Pastel/X3).
- Follow up on outstanding customer accounts to ensure effective debt collection.
- Prepare and submit monthly VAT returns and support compliance requirements.
- Provide administrative and audit support, ensuring proper documentation and record keeping.
- Identify and recommend cost saving opportunities and efficiency improvements within the finance function.

Please note that only short-listed applicants will be contacted.
Suitable candidates from designated groups are encouraged to apply.

Please Submit Your CV and supporting documents to:
erecruitment@meatco.com.na

CLOSING DATE
06 February 2026