



VACANCY

ACCOUNTANT

We are looking for an ACCOUNTANT to join our tribe!

This position is Windhoek based at our headquarters.

The Accountant will be responsible for maintaining and analyzing the company's financial records, ensuring they are accurate, complete, and compliant with relevant laws and regulations. The role involves day-to-day bookkeeping, preparation of financial statements, and assisting the Finance Manager in budgeting and audits. The Accountant also supports business decisions through detailed financial tracking and analysis, performing bank reconciliations, and preparing monthly, quarterly, and annual financial reports.

Responsibilities include but are not limited to:

- Reconcile bank statements and document transactions timely and accurately.
- Reconcile petty cash and verify the claims with invoices and tips with quotations.
- Process, verify and reconcile travel claims.
- Maintain the Fixed Asset Register, tracking acquisitions, disposals, and depreciation, ensuring compliance with relevant regulations.
- Execute month-end procedures on Xero and Tourplan.
- Prepare monthly, quarterly, and annual financial statements, ensuring compliance with IFRS for SME's.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Coordinate year-end audits.
- Monitor budget performance throughout the year, analyzing variances and reporting findings to the Financial Manager and department heads.
- Supervise the finance team and provide mentorship.

Requirements:

- Must be a Namibian citizen or permanent resident.
- Driver's license Code BE
- Bachelor of Commerce Degree, specializing in accounting, finance, or a related field with a minimum of 3 years' experience.
- Completion of Articles at a recognized accounting firm
- Effective communication (verbal, written, presentation and listening) is essential.
- Good computer skills which include MS Office and advanced knowledge of the accounting system Xero; experience with Tourplan is a significant advantage.

- Ability to work independently and collaboratively within a team, managing multiple projects simultaneously.
- Excellent organizational, time-management, and problem-solving skills, with the ability to meet strict reporting deadlines.
- Demonstrated ethical behavior and integrity in handling confidential financial information.
- High level of emotional and social maturity

Packages:

- Market related salary
 - Pension & Medical Aid contributions
 - Long Service Awards (14th Cheques)
 - Performance based annual bonus (13th Cheques)

Please send your CV, including a photograph of yourself with an application letter and contactable references and supporting documents to **hr@ultimatesafaris.na**

Closing dates for applications is, 16 September 2025 - only short-listed candidates will be contacted!