



INTERNSHIP: ACCOUNTANT

Benguela Current Convention invites applications from Interns in a field of Accounting and Finance for the temporal position (maximum of four months). Full terms of reference of the position and application process are available at the Benguela Current Commission website at <http://www.benguelacc.org>

Closing date: 20th April 2017.

For inquiries and All applications must be sent to;

Ms. Laimy Brown (laimy@benguelacc.org), Tel +264-64-406 901. Only short-listed candidates will be contacted.

JOB DESCRIPTION

Job Title: Intern: Accountant
Organisation: Benguela Current Convention (BCC)
Location: Swakopmund, Namibia
Duration: Four (4) months
Reports to: Finance and Admin Manager

A. Overall Objective

The intern: Accountant works in the finance department of the BCC to assist in the maintenance of accurate financial records and quality support service to the donors and parties in order to contribute to the achievements of targets of the Strategic Action Program (SAP) of the BCC.

B. Key duties and responsibilities

1. Entering financial transaction into the accounting system.
2. Prepare monthly bank reconciliations as a tool to monitor movement of funds.
3. Process payments to suppliers in line with the donors' requirements.
4. Monitor budget vs. expenditure and ensuring adherence to the budget and work plans.
5. Compute VAT returns and over see payments of payroll statutory returns.
6. Assist the Manager: Finance and Administration to prepare regular management reports as per requirement by the donors.
7. Assist the Manager: Finance and Administration in preparation of audit file for the Internal and external auditors.
8. Maintain filing of expenditure/payment requisitions.
9. Maintain Control Accounts.
10. Reconciling of all balance sheet accounts and keeping completed reconciliation on file.
11. Reconcile financial discrepancies by collecting and analysing accounting information.
12. Secure financial information by preparing data base backups.
13. Ensure that documentation relating to payments are duly approved and authorized.
14. Maintains donor confidence and protects operations by keeping financial information confidential.
15. Contribute to team efforts by accomplishing related results as needed.
16. Maintains financial security by following internal controls.

C. Professional Development

1. Builds relationships with the BCC staff and donors.

D. Desired Qualifications and Experience

1. Strong background with accounting Information systems particularly Pastel Accounting.
2. Sound knowledge in the operation of donor funds will be an advantage.
3. Proficiency in MS Office suites a must.
4. Adequate knowledge of processing of payments and keeping accurate records on file.
5. Intermediate knowledge of project management.

E. Knowledge, skills and abilities

1. Excellent interpersonal, organizational and time management skills.

2. Strong verbal and written communications skills in English.
3. Strong detail orientation and good analytical skills.
4. Thorough knowledge of MS Office.
5. Ability to work in and contribute to team building environment.
6. Ability to maintain performance expectations in diverse cultural contexts.
7. Ability to work as part of a team.
8. Ability to maintain accurate financial records.
9. Ability to work under pressure and with minimum supervision.

Please submit the following documents;

1. Cover letter
2. Copies of Qualification Documents
3. Copies of Identification Documents

To: Ms. Laimy Brown – laimy@benguelacc.org

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