

VACANCY

Build Your Career with Sanlam

Sanlam is a leading Financial Services Institution, which provides services in the fields of individual life insurance, group life insurance, unit trusts and asset management. To give substance to its objective to be a fully-fledged Namibian insurer, Sanlam is increasingly introducing greater financial and technical expertise. For this reason, it invites applications for the positions of:

Financial Accountant

The purpose of the position

The purpose of this position is to perform various financial tasks and ensure that all accounting transactions are accurately reflected in the company books.

Main duties and responsibilities include

- Prepare Annual financial Statements for certain subsidiaries of the Sanlam Namibia Group.
- Conduct tax returns and tax calculations.
- Preparation and submission of provisional tax payments.
- Investigate and reconcile discrepancies at Inland Revenue.
- Monthly completion and submission of VAT.
- Overall review and control of PAYE returns and reconciliations.
- Completion and submission of Annual Financial Statements/ quarterly reports to insurance industry regulators.
- Assist with annual audits (external and internal auditors).
- Review and approval of third party payments.
- Assist financial manager with reports, enquiries and overall functions to group.
- Assist and co-ordinate with annual budgeting process.
- Prepare and submit month end journals as part of trial balance process.
- Prepare reconciliations for specified control accounts on trial balance.

Qualification & Experience Requirements

- A Bachelor Degree in Finance or relevant qualification
- Minimum 5 years relevant experience in financial environment. (Insurance industry will be an advantage)
- Basic Knowledge of VAT and tax legislation.
- Excellent English (verbal & written) language skills and/or additional local Namibian language will be a competitive advantage, etc.
- MS Office (Excel; Outlook, Power Point & Word) and Company's software.

Behavioural Skills

- Strong communication skills
- Administrative oriented; problem identification and problem solving skills
- Assertive; pro-active, tactful and polite
- Accurate and organised

Closing Date for Applications: 06 March 2020

Only short listed candidates will be notified. No documents will be returned

No documents will be accepted without an Application letter

Namibian Citizens who suit the above profile can submit their CV's to:

Human Resources Department

7th Floor, Sanlam Centre

(c/o Independence Ave and Fidel Castro Street),

PO Box 317, Windhoek, Namibia. For enquiries contact: hnamibia@sanlam.com.na

