

# VACANCY

## Build Your Career with Sanlam

Sanlam Investment Management Namibia (Pty) Ltd (Sanlam Investments: Namibia) is a fully integrated asset management business providing Investment Portfolio Management and related services to both individual and institutional clients. We are both an originator and distributor of specialist services, investment products and solutions. To give substance to our objective in being a fully-fledged Namibian Investment house, Sanlam Investments Namibia is increasingly adding to its team of investment and technical experts. We further recognize that for us to be successful we need to ensure that our clients receive competitive investment returns coupled with superior pro-active client service. It is for this reason that we have a vacancy for:

## Financial Accountant: Sanlam Investments Management

### The purpose of the position

The successful candidate will be responsible for the overall updating of the General Ledger

### Main duties and responsibilities include

- Process of month-end journals
- Control account recons
- Income reasonability tests
- Download bank statements & process bank recon
- Assist with queries from internal & external auditors
- Issue rebate fee invoices for Sanlam Personal Portfolios (SPP)
- Sending of month-end statements
- Set-up new users on the bank accounts as and when requested
- Submissions to the Receiver of Revenue – SPP tax returns
- Prepare payments, rebates, Namfisa levies, services fees, creditors, tax payments, traveling for the Institutional Cluster.
- Adhoc duties

### Qualification & Experience Requirements

- Grade 12 and a relevant diploma/ degree in the Finance field
- At least 2 years Financial Services experience
- Excellent English (verbal & written) language skills; and/or additional local Namibian language will be a competitive advantage
- Administrative oriented; Problem identification and problem solving skills
- Assertive, pro-active, tactful and polite
- Accurate and organised
- Attention to detail

### Closing Date for Applications: 21 January 2019

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

Namibian Citizens who suit the above profile can submit their CV's and **Cover letter** to:

Human Resources Department

7th Floor, Sanlam Centre

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

PO Box 317, Windhoek, Namibia. For enquiries contact: [hynamibia@sanlam.com.na](mailto:hynamibia@sanlam.com.na)

