

VACANCY

JUNIOR ACCOUNTANT

🕒 Permanent Contract 📍 Finance

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and is in the process of setting up an export abattoir and a red meat processing facility between Okahandja and Windhoek. Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

Responsible for handling the full accounting function for smaller entities within the Savanna Group, performing key reconciliations, and supporting the accountant in all aspects of financial management.

KEY DUTIES AND RESPONSIBILITIES

- Manage creditors and debtors' ledgers, process bank transactions, and perform general ledger reconciliations accurately and timeously.
- Creditors reconciliations: Prepare and reconcile supplier accounts, ensuring accuracy and resolving discrepancies promptly.
- Debtors' reconciliations: Reconcile debtor accounts, follow up on outstanding balances, and accurately record and allocate incoming payments.
- Monthly reconciliations: Prepare reconciliations for bank accounts, debtors, creditors, and other balance sheet accounts.
- Invoice processing: Capture and verify supplier invoices in a timely and accurate manner.
- Cash and petty cash management: Capture and reconcile petty cash and cash accounts.
- Payment's processing: Assist in preparing monthly payment runs and uploading payments for approval.
- VAT and Import VAT: Assist with the preparation, compilation, and reconciliation of VAT returns.
- Financial reporting support: Assist with month-end processes, including journals and audit preparation.
- Compliance: Ensure adherence to company policies, accounting standards, and internal controls.
- Ad-hoc task as and when required by management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Diploma or Degree in Accounting, Finance, or a related field.
- Namibian citizen.
- Driver's License
- Proficient in English, being bilingual will be advantageous.
- Able and willing to work shifts, weekends, overtime and public holidays.
- **Required Skills:**
 - Knowledge of accounting principles and reconciliations
 - Proficiency in Microsoft Excel and accounting software
 - Experience with Pastel, Sage 200, or Sage Evolution
 - Attention to detail with strong problem-solving skills
 - Highly accurate, deadline oriented.
 - Ability to communicate effectively with suppliers, customers, and internal stakeholders
 - Reliable, organised, and able to meet deadlines.
 - Able to perform under pressure



APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated, Curriculum Vitae to the HR department. Mail your completed application to: hr@sbo.na

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: JUNIOR ACCOUNTANT

No late applications will be accepted.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

CLOSING DATE FOR APPLICATIONS:

17 JUNE 2026