

# WLC

## Women's Leadership Centre

The Women's Leadership Centre has a position for an

# Accountant

In Windhoek

### Requirements

- Degree in Financial Accounting or related field
- Experience in financial accounting for an NGO
- Proficiency in excel, pastel and e-filing
- Communication and writing skills in English
- Valid driver's licence
- Professional work ethics, sound organisational skills, personal integrity, reliable, honest, self-disciplined
- Team player, good communication and networking skills
- Planning, time management, ability to work to deadlines

### Responsibilities

- Supervising petty cash
- Setup of payments and ensure payments are received
- Filing of supporting documents and bank statements
- Monthly account reconciliations in excel and pastel
- Manage payroll and e-filing
- Prepare donor audits
- Ensure that finance policy and procedures are adhered to
- Provide support to the Finance Manager as required

**Submission Deadline:**  
**Friday, 13th August 2021**

To apply, submit your CV and cover letter with salary expectation to  
[info@wlc-namibia.org](mailto:info@wlc-namibia.org)