



TSUMEB MUNICIPALITY V A C A N C Y

Tsumeb Municipality is an equal opportunity employer

11.08.2025

NOTICE NO. 07/2025

SENIOR ACCOUNTANT (PATTERSON BAND: D1)

Applications are hereby invited from suitable qualified persons to fill the above mentioned vacancy.

MAIN PURPOSE OF THE JOB: Supervises and is directly responsible for all ongoing financial and accounting activities within the Municipality. This includes the development, interpretation and reporting of financial information to support the attainment of department objectives.

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MINIMUM QUALIFICATIONS AND EXPERIENCE

- ✓ Bachelor's Degree in Accounting, Finance, or related field on **NQF Level 7**
- ✓ Masters Degree will be an added advantage
- ✓ 5 years knowledge and experience in Fintel financial system, Munsoft System, VIP Payroll system and ability to apply VAT and Income tax rules and regulations
- ✓ Practical experience in a financial Department/Division of a Local Authority will be an added advantage
- ✓ Skills in Advanced Computer including proficiency in MS Office Excel and financial reporting systems.

KEY RESPONSIBILITIES

- Maintaining cost effective budgetary control measures with regard to Council's financial affairs.
- Maintenance of the General Ledger
- Assist the Finance Manager with the preparation of annual financial statements, budgets and monthly reports.
- Managing Council's Investments and Insurance portfolios.
- Bank Reconciliations.
- VAT returns submission and VAT control account reconciliation.
- Maintaining the inventory records and control account reconciliation.
- Administration of payroll on VIP Premier system
- Supervision role of staff members

RENUMERATION AND FRINGE BENEFITS

A competitive remuneration package that includes a basic salary of **N\$419,918.00**, Annual and Sick Leave, Medical aid, Pension scheme, 13th cheque, Housing allowance, transport allowance, moving expenses (if residing outside Tsumeb),

For more details, please contact the Human Resources Manager/ HR & IR Officer @ Tel.: 067-221056/7

Application form are obtainable on our website: www.tsumebmun.org.na) and must be completed in full, accompanied by all required documents including NQA evaluation reports. Copies of qualifications must be **originally certified** and be submitted to the following address:

By mail: Human Resources Department, Private Bag 2012, **OR Hand Delivery/ Courier Services**, at Tsumeb Municipal Offices, Moses Garoeb Street, **Room No. 5** on or before **Tuesday, 9th September 2025**. No applications via emails or fax will be accepted.

- NB:**
- **All foreign and local qualifications must be evaluated by NQA**
 - **Failure to attach necessary documents and/or false information in filing the application form will disqualify your application**
 - **Only shortlisted candidates will be notified and no documents will be returned**