

Oryx Properties Limited Position – Senior Financial Accountant (Windhoek)

Position Overview

The Senior Financial Accountant provides an essential function in leading the finance department and will report directly to the Finance Manager. He/she must ensure adherence to deadlines and improving the overall control environment of Oryx.

Job Functions

- Reviewing and compiling of payment requisitions.
- Perform month-end procedures.
- Management and supervision of staff in the finance department.
- Assisting and directing the property management functions and resolving any property related queries.
- Assisting with monthly, quarterly, bi-annual and annual financial reporting and preparation of management accounts.
- Internal and external audit queries and arranging the timeline for audits.
- Assisting with annual preparation of budgets, quarterly preparation of forecasts and reporting on variances.
- Ensure for financial compliance in all aspects of the financial function.
- Assisting the Finance Manager with the tracking and implementation of relevant controls, policies and all relevant laws and regulations as required for a listed company.
- Preparation and review of relevant computations and journals where necessary.
- Preparing annual MSCI information.
- Preparation and/or reviewing of all tax returns and reconciliations (withholding, employees, value added, provisional and income taxes) for both Namibia and South Africa as well as attending to queries from NamRA and ensuring VAT refunds are obtained.
- Maintenance of historical records by filing documents.
- MDA/MRI maintenance.
- Various ad-hoc accounting duties and tasks as needed.

Skills

- Strong knowledge of accounting principles and financial regulations.
- Excellent communication and interpersonal abilities.
- Able to work under pressure.
- Attention to detail and accuracy.
- Strong organisational skills
- Ability to work independently and as part of a team.
- Fluent in English both written and oral.

Qualifications and Experiences

- Proficiency in accounting software and spreadsheet applications
- Chartered Accountant Qualification is a prerequisite
- Namibian Citizen or Permanent Residency

Added Advantages

- Caseware experience
- Supervisory experience
- Property and MRI/MDA experience

Please submit your CV via e-mail to hr@oryxprop.com.na by no later than Friday, 13 September 2024.

This is not a comprehensive job specification and may be changed at any given time.

Oryx Properties is an equal opportunity employer and complies with the Affirmative Action Legislation.

People from previously disadvantaged groups meeting the requirements are encouraged to apply.

Applicants who do not receive any response within four (4) weeks after the closing date must accept that their applications were not considered favorably. Oryx Properties regrets that it cannot return documents.