Development Bank of Namibia

Expect more.

WE ARE HIRING

ASSISTANT ACCOUNTANT - MANAGEMENT ACCOUNTING | PATERSON GRADE C2

If you have the talent and drive, we'd love to welcome you to our dynamic team and develop with us.

The Assistant Accountant – Management Accounting is responsible for providing support to the Senior Management Accountant by processing payments and reconciliations, planning and monitoring of business units' expenditure, the analysis of the Loan Book Reports and Budget Variance Reports, the preparation of relevant monthly reports and by performing financial administration and providing secretarial support.

KEY PERFORMANCE AREAS

- Provide support to the Senior Management Accountant with payments and reconciliations. Verify the accuracy of details, e.g. authenticity of invoices, and correct bank account details.
- Monitor and control business unit budget spending, review budget versus actual figures, and report according to requirements on a monthly basis.
- Provide support to the Senior Management Accountant with the analysis of loan book reports received from Loan Book Administration and assist in the compilation of a summarized report (fact sheet) for the Asset and Liability Committee.
- Compile the variance analysis on operating budgets and distribute and discuss with cost centre controllers on a monthly basis. Prepare and collate relevant reports for the meeting packs for relevant committees, e.g. the Asset and Liability Committee Pack.
- Draft and prepare standard letters, confirmations, general communication and presentations for the Management Accountant as and when required.
- Capture and save the loan disbursement on Abacus. Post the loan disbursement after approval by the Loan Book Accountant. Obtain relevant signatures for payment of loan disbursement requests.
- Capture and maintain terms and conditions of loans (including front-end fees, guarantee fees, etc.) on the Abacus loans module.
- Identify receipts (i.e. direct deposits) from clients on the Bank statement, allocate these to their relevant client loan accounts, and provide the Manager: Management Accounting with details for processing on Abacus.
- Process ad hoc fees (e.g. cost of valuations, attorneys' fees (bond registration, collection, sundry) and stamp duties, etc.) to client's loan accounts on Abacus.
- Process movements to the loan account (e.g. capital reductions, settlements, refunds, reversals, unpaid amounts, etc.) on the Loan Module on Abacus.
- Process final and approved loan classification report on Abacus. Update Interest in suspense condition according to loan classification (performing vs non-performing loans).

EDUCATION, EXPERIENCE AND SKILLS

- A relevant National Diploma in Finance/Accounting from an NQA-recognized tertiary institution (NQF Level 6).
- A minimum of 3 years' work experience in finance and office administration, with exposure to account processing and an electronic loan system.
- Sound communication skills (both verbal and written).
- Sound customer orientation/focus.
- Sound interpersonal sensitivity and ability to work in teams.
- Attention to detail and sound organizational skills.

The closing date for applications is Friday, 26 September 2025.

The DBN offers market related remuneration packages commensurate with experience and qualifications. Applications will be treated in strictest confidence.

Interested candidates should forward their resumes, which should include three contactable references and certified supporting documents to:

The HRBP :
Talent and OD,
Development Bank of Namibia, 12 Daniel Munamava Street, P. O. Box 235, Windhoek.

E-mail: recruitment@dbn.com.na

Hard copy submissions will not be accepted.

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favorably.

www.dbn.com.na