



Career Opportunities at Bank Bic Namibia

Suitably qualified and highly motivated candidates are invited to apply for the following position.

FINANCE: PROCESSING CLERK

Job Purpose

Performs daily processing functions in the finance department.

Key Responsibilities

- *Processing of daily journals*
- *Processing of payments to suppliers*
- *Perform monthly bank and supplier reconciliations*
- *Prepare daily statistics reports*
- *Review petty cash expenses*
- *Prepare monthly tax returns*
- *Assist with audit and ad-hoc queries*
- *Ensure proper recording keeping*

Core Behavioural Competencies:

- *Accuracy and attention to detail*
- *Able to work under pressure*
- *Planning and organizing*
- *Excellent problem solving*
- *Excellent communication and interpersonal skills*
- *Analytical thinking*
- *Team player*

Education & Experience Requirements:

- *Grade 12 with accounting as subject*
- *Bachelor's degree in accounting (will be an advantage)*
- *Computer literate*
- *At least 2 years' experience in a similar environment*
- *Namibian citizen*

Applications accompanied by a detailed CV (which must include a career outline to date) should be forward to: Human Resources Department via email: hresources@bankbic.na

Closing date: 23 September 2022