

CLOSING DATE:  
26 February 2024  
at 17H00

(Only short-listed candidates  
will be contacted)

# VACANCY



**CRAN**  
Communications Regulatory Authority of Namibia

## ASSISTANT ACCOUNTANT: REVENUE (C3)

### Primary purpose of the position:

Reporting to the Revenue Accountant, the Assistant Accountant: Revenue is responsible for receiving invoices and timeously entering information into the General Ledger, undertaking initial reconciliation as required, keeping track, and reporting on outstanding invoice payments.

### Key Performance Areas:

#### Revenue and Financial Information Management

- Issues invoices for various services, licenses, and debt collection;
- Collaborates with the Economics & Market Department for AFS submissions;
- Ensures accurate Regulatory levy calculations;
- Verifies and process payments, investigating discrepancies;
- Maintains client license records and ensure regulatory compliance;
- Assists in timely reconciliation and ledger closure; and
- Prepares reports for management and regulatory compliance.

#### Effective Debtors Management

- Analyses monthly debtors age and outstanding amounts and recommend for collection;
- Efficiently handle debtors' statements, external collectors, and queries;
- Manages unclear receipts on bank statements and process historical unallocated receipts;
- Prepares data for comprehensive reports and analysis;
- Develops repayment schedules and debt agreements;
- Facilitates debt collection pay-over reviews;
- Assists with interest calculations on overdue invoices; and
- Reconciles overcharged debtor accounts and issue corrective journals.

#### Integration and Accuracy

- Continuously monitor system integration functionality;
- Ensures monthly ASMS transactions integrate accurately to SAGE X3; and
- Investigates and reports system discrepancies.

#### Statements and Auditing

- Aids in compiling year-end files for external audits;
- Prepares Accounts Receivable working papers for audits; and
- Contributes relevant revenue data for annual financial statements.

#### Education, Experience and Skill Requirements:

- A Bachelor's Degree in Finance/Accounting or relevant qualification;
- One (1) to Two (2) years relevant accounting experience in a corporate environment;
- SAGE X3, or any related ERP systems (SAP, ORACLE, PASTEL or ACCPAC,);
- ASMS will be an added advantage;
- Analytical and problem-solving skills;
- Proficient user of MS Office and relevant financial systems; and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

**CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:**

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

#### REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.