

## **Vacancy at N/a'an Ku Se Wildlife Experience – HQ**

An exciting and challenging opportunity is available for a **GL Accounts Manager** to join our team.

**Location:** Head Office, 02 Chapman Street, Klein Windhoek, Windhoek.

**Closing date:** 21 May 2026

### **POSITION OVERVIEW**

The GL Accounts Manager is responsible for maintaining the accuracy, integrity and control of the general ledger. The role ensures reliable financial reporting through effective review of trial balances, reconciliations, petty cash, supplier and customer accounts, and stock controls, in line with internal policies and audit requirements.

### **KEY RESPONSIBILITIES**

- Review and validate the Trial Balance, ensuring all balances are accurate, supported and fully reconciled
- Oversee cash controls, including regular reviews, reconciliations and policy compliance
- Review supplier and customer accounts, ensuring reconciliations are current and discrepancies are resolved timeously
- Conduct stock control reviews, including stock counts, valuation checks and movement reconciliations
- Review Semper system reports, including GRV processing, void reports and related stock documentation
- Ensure balance sheet reconciliations are completed accurately and within required timelines
- Maintain strong financial controls and enforce compliance with internal accounting policies
- Support internal and external audits by providing documentation, explanations and schedules as required
- Liaise with internal departments and suppliers to resolve finance-related queries

### **QUALIFICATIONS AND REQUIREMENTS**

- Diploma or Degree in Accounting, Finance or a related field (minimum requirement)
- 3–5 years' experience in finance or accounting roles
- Proven experience in general ledger management, reconciliations and financial controls
- Xero experience will be an added advantage
- Advanced MS Excel proficiency
- Experience in a supervisory or management role is preferred

### **SKILLS AND COMPETENCIES**

- Strong understanding of accounting principles and financial controls
- Excellent analytical and reconciliation skills
- High attention to detail and accuracy
- Strong organisational and time-management abilities
- Ability to work under pressure and meet strict deadlines, especially during month-end and audits

- Good communication and supplier management skills
- Ability to enforce policies and maintain financial discipline
- Proactive problem-solving mindset

### **WHAT WE OFFER**

- Competitive salary package aligned with qualifications and experience
- Opportunity to represent diverse, purpose driven brands making a real difference
- Access to the N/a'an ku sê Medical Aid Group (employee contribution)
- Dynamic work environment supporting conservation and community development
- Professional growth opportunities across multiple business sectors

### **APPLICATION PROCESS**

Applications must be submitted via our online portal.

[Vacancy at N/a'an ku sê Wildlife Experience - GL Accounts Manager – Fill out form](#)



N/a'an ku sê is eco-friendly and paperless: Hand-delivered CVs will not be accepted  
Only short-listed candidates will be contacted.