



VACANCY

The MVA Fund is a statutory body established to design, develop, promote, and implement motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependents of those killed in motor vehicle accidents in accordance with the MVA Fund Act, Act 10 of 2007.

The MVA Fund invites applications from suitably qualified, experienced and competent persons to join its workforce in the following position:

Position: Assistant Accountant (Patterson C1)

Duty Station: Windhoek Service Centre

Purpose of this position: To provide effective financial and accounting support services to the Fund by assisting in the preparation, processing, recording and reconciliation of financial transactions in compliance with applicable financial policies, accounting standards, legislative requirements and internal control procedures, thereby contributing to sound financial management, accurate reporting and operational efficiency.

KEY PERFORMANCE AREAS

- Creditors and Supplier Payments
- Creditors Reconciliation
- Debtors Management and Invoicing
- Expense Processing and Financial Transactions
- Financial Reporting Support
- Audit and Compliance Support
- Cashbook and Bank Reconciliations
- Asset and Inventory Administration

REQUIREMENTS

- Degree in Accounting/Finance
- Minimum two (2) years of working experience in a finance environment
- Good accounting skills, knowledge of accounting principles and related fields, including GAAP, IFRS, VAT
- Analytical skills
- Computer skills
- Interpersonal skills

The MVA Fund is an equal opportunity employer. People with disability emanating from Motor Vehicle accidents are encouraged to apply. Only shortlisted candidates will be notified. No documents will be returned.

Contact:

Ms: Marlyn De Kock

Human Capital Generalist

Tel: +264 61 289 7037 Or

E-Mail: recruitment@mvafund.com.na

Deadline : Friday 29 May 2026 at 16H00

