Our Ref: *2025-07-07_Job Description_Junior Accountant*

Your Ref:

17 November 2026

JOB DESCRIPTION: JUNIOR ACCOUNTANT

Report to: Finance Manager

Location: HQ – Windhoek

Contract Duration: Permanent

Position: Junior Accountant

COMPANY OVERVIEW:

AIM Infrastructure Engineers and Managers is a premier, 100% Namibian owned multidisciplinary consulting engineering, development, project management, and advisory firm. With a vision to be Africa's leading infrastructure consultant, we specialize in planning, design, and management across a wide array of sectors.

POSITION OVERVIEW:

A detail-oriented and motivated Junior Accountant to support our finance department. The ideal candidate will assist in maintaining accurate financial records, processing transactions, and ensuring compliance with company policies and relevant regulations.

KEY RESPONSIBILITIES:

- Assist with day-to-day accounting activities, including accounts payable and receivable
- Capturing of Accounting data onto the accounting system
- Bank and ledger reconciliation
- Support monthly, quarterly, and year-end financial closings
- Assist in the preparation of budgets and financial reports

AIM INFRASTRUCTURE ENGINEERS & MANAGERS
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- Ensure compliance with financial regulations and internal controls
- Provide administrative support to the finance department
- Processing of supplier tax invoice and issuing of customer invoices
- Manage and reconcile petty cash
- Assist with compiling information for external auditors
- Manage the fixed asset register
- Submissions of NamRA returns
- Maintaining historical records by filling of documents.

SKILLS:

- Diploma or Bachelor's degree in Accounting, Finance, or related field
- 3-5 years of relevant work experience
- Strong numerical and analytical skills
- Proficiency in Microsoft Excel and accounting software (e.g., Pastel, or Sage)

EQUAL OPPORTUNITY STATEMENT:

AIM offers equal opportunities and is committed to fair hiring practices and diversity especially towards women and empowerment beneficiaries.

WHAT WE OFFER:

- Competitive salary package
- Opportunities for career development and training
- Supportive and professional work environment
- Exposure to industry-leading infrastructure and engineering projects