



## VACANCY

**JOB TITLE:** Accounting intern ( x 3)

**DIVISION:** Accounting & Tax

**LOCATION:** Windhoek

**POSITION SUMMARY:** The Accounting intern will be responsible for assisting with the preparation of all the accounting reports (VAT, Debtors and Creditors reconciliations, Asset register, Bank and cash reconciliations, Direct and (indirect taxes) for each client. The incumbent will report to the Assistant Accountant(s).

### **PRIMARY RESPONSIBILITIES:**

- Capture and allocate invoices
- Perform reconciliations
- Complete and submit direct & indirect returns (Value Added Tax (VAT), Income Tax (ITX), Provisional tax, VAT on Import (VIA), Withholding tax on services (WTS), TAX on Royalties (TOR) Employee tax (EXT)

### **MINIMUM REQUIREMENTS**

- Be in possession of an Accounting Diploma or a Final year student studying for a B. Comm Accounting Degree or equivalent.
- Obtained a C symbol in English in Grade 12

### **CANDIDATE COMPETENCIES**

- Deadline driven
- Team player
- Good communicator verbal & written
- Strong analytical and problem-solving abilities

DCS value diversity, hence we encourage interested people from all walks of life who meet the Education & Experience requirements to apply.

### **HOW TO APPLY**

Please follow these instructions clearly

- Submit your application letter, detailed CV, all qualifications to date, inclusive of your Grade 12 certificate.
- CV, application letter and supporting documents must be scanned as one (1) PDF document
- All documents and queries must be emailed to [Internships@dcs.com.na](mailto:Internships@dcs.com.na)
- No questions will be attended to telephonically
- Closing date **24 January 2025**