



VACANCY

JOB TITLE: Data Analyst

DIVISION: Audit & Risk Advisory

LOCATION: Windhoek

POSITION SUMMARY:

The incumbent will report to the Audit Senior and will be responsible for collecting, cleaning, analysing, interpreting and presenting data to support audit procedures, research assignments and business decision-making. The role includes analysing financial and operational datasets, identifying trends, anomalies and exceptions, preparing reports and visualisations and supporting continuous auditing and monitoring in line with applicable auditing standards, firm policies and procedures.

KEY PERFORMANCE INDICATORS (KPI's):

(The KPI's include but are not limited to)

- Collect, validate and organise data from audit clients, internal systems, surveys, research activities and other relevant sources.
- Clean and prepare datasets by identifying duplicates, errors, outliers and incomplete records to ensure reliable analysis.
- Analyse full populations of transactions, including journal entries, revenue, expenses, fixed assets, bank statements and other financial datasets.
- Use tools such as Microsoft Excel, SQL and Caseware IDEA and other analytical tools to identify unusual transactions, anomalies, trends patterns, and potential risk areas.
- Model, structure and maintain datasets to support repeatable analysis, audit testing, research projects and future reporting requirements.
- Interpret analysis results and translate findings into practical insights, recommendations and solutions for audit teams, management and stakeholders.
- Prepare clear reports, dashboards, visualisations, presentations and supporting documentation that simplify findings for decision-making.
- Conduct research analytics, including gap analysis, forecasting, quantitative reporting, competitor or industry trend analysis, and process improvement reviews where required.
- Support continuous auditing, continuous monitoring and automation of audit procedures in line with auditing standards and firm methodology.
- Engage professionally with internal and external stakeholders, respond to queries, document procedures and contribute to client service improvements.
- Perform other ad hoc work related to data analytics, research analytics and audit support as required.
- Ensure confidentiality, integrity, and security of client data in accordance with firm policies and professional ethical standards.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting, Finance, Information Systems, Computer Science, Statistics, Mathematics, Data Science or a related field.
- Experience analysing large financial, operational or research datasets.
- Working knowledge of Microsoft Excel; exposure to SQL, Caseware IDEA, Python, R, Tableau, Jupyter Notebook or similar analytics and visualisation tools will be an added advantage.
- Understanding of internal controls, risk management, audit procedures and data quality principles.
- Experience with ERP systems such as SAP, Oracle, Microsoft Dynamics 365, Caseware or Pastel will be an added advantage.

CANDIDATE COMPETENCIES:

- Strong analytical thinking and problem-solving ability
- Strong numerical reasoning skills.
- Ability to work independently with minimal supervision.
- Strong presentation and communication skills.
- High ethical standards and integrity.
- High attention to detail and commitment to data accuracy
- Good research, documentation and report-writing skills
- Ability to interpret data and communicate insights clearly to stakeholders
- Business understanding and awareness of audit, risk and control environments
- Deadline driven with good planning and project coordination skills
- Professional client service orientation
- Teamwork and willingness to learn new analytics tools

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

How to Apply:

- Email your CV and supporting documentation to vacancies@dcscs.com.na
- Closing date: 14 August 2026

Applications received after the closing date will not be considered. Only shortlisted candidates will be contacted.