



**INTERNAL/EXTERNAL VACANCY
COST AND MANAGEMENT ACCOUNTANT
(PATTERSON GRADE D2)**

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

Duty Station	WINDHOEK
Duration	Permanent
Primary Purpose	To provide the organization with a costing and effective management accounting service, budget compilation and controlling.
Minimum Qualifications and Experience	<ul style="list-style-type: none">- Degree in Management Accounting, Accounting or Finance NQF Level 7- Five (5) years' experience in the field of Cost or Financial Accounting- Professional Membership such as CIMA is an added advantage- Code B Driver's License
Key Responsibilities	<ul style="list-style-type: none">- Budget variance report management- Expenditure management- Budgeting and regular forecast- Financial data analysis and interpretation- Provide effective Costing of BIPA's services and processes- Coordinates and manages the annual CAPEX and OPEX
Competencies/Skills	<ul style="list-style-type: none">- Accounting Standards (AIS, IFRS and GAAP)- Taxation knowledge, general and Namibian laws- Technical Accounting.- Financial accounting software and ERP systems- Details Oriented- Business and Management principles

Kindly note that no paper documents will be accepted. Interested Applicants should email a single pdf file of their applications to: talent@bipa.na

Only shortlisted candidates who submit relevant supporting documents (*Cover letter, CV, certified copies of qualifications, testimonials and/or certificates of service, or any other proof of employment, proof of citizenship, Code B driver's licence, etc.*) with their application will be contacted for interviews. **Candidates from previously disadvantaged groups are encouraged to apply.**

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-299 4400/73

Closing date for all applications is 08 May 2026

BIPA Head Office:

172 Jan Jonker Road - P O Box 185, Windhoek Namibia - Tel: +264 61 299 4400 - Email: info@bipa.na - www.bipa.na

Directors: Immanuel !Hanabeb - Chairperson: Sara Katiti
Deputy Chairperson: Justin Strauss, Ashley Tjipitua, Nancy Watyoka, Hilka Alberto, Julius Haikali
Chief Executive Officer: Ainna V. Kaundu - Company Secretary: Auguste Abisai