



EXTERNAL VACANCY ADVERTISEMENT

POSITION: ASSISTANT DEBTORS & CREDITORS CLERK (x 4)
4 MONTHS CONTRACT [FIXED TERM]
SALARY PER MONTH: N\$3,709.86

Applications are hereby invited from interested potential and suitably qualified individuals for the above temporary positions.

Key Performance Area

- To monitor debtors accounts for corrective action on all non-paying customers, recommending either legal action and or cut-offs.
- To direct and control timeous payment of all creditors of the town council.

Main Duties

- Follows-up customers with overdue accounts in line with the approved credit control policy and prepare cut-offs.
- Assist with accounts enquiries and perform monthly billing
- Assist with monthly reconciliations
- Match orders to invoices requisition and delivery notes and process invoice for payments
- Check to ensure that copies of vouchers are attached to all payments
- Capture all relevant data into the system
- Keep register of all payments
- Review all invoices monthly and follow up on any outstanding invoices

Minimum Requirements

- Grade 12 Certificate
- Must have completed studies in Finance/Accounting (Diploma)
- 6 months internship work experience in Local Authorities
- Have Finstel knowledge
- Attach copy of academic records
- Numerical skills, Knowledge of local language, Ability to work under stressful conditions
- Trustworthy, passion for customer services, courteous manner, consistent and professional attendance

Interested and suitably qualified persons should submit their completed prescribed Council application form, accompanied by a detailed Curriculum Vitae and certified copies of relevant documents to:

The Chief Executive Officer, Att: HR & Administration Officer, Eenhana Town Council, Private Bag 88007, EENHANA

Council Application forms are available at Council Office/Website www.eenhanatc.na. No faxed or E-mailed application will be accepted. Only shortlisted candidates will be contacted and no documents will be returned.

Closing date for applications: Thursday: 08 September 2022 @17:00, Enquiries: Ms. M P Naanda: 065 290 600/609