



BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation

VACANCY

BILLING OFFICER (PATERSON GRADE C3)

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 effectively and efficiently create invoices and credit memos, issuing them to customers by all necessary means as well as updating customer files.
Minimum Qualifications and Experience	- Bachelor's degree in Accounting/ Cost and Management Accounting NQF Level 7. - Three years' (3) working experience in the field of Financial Accounting.
Special Requirements / Licences	- Driver's licence Code B
Key Responsibilities	- Generate annual duties assessment monthly - Update accounts receivable database with missed payments - Update all billing procedures - Maintain and update customers' database - Reviewing of invoices - Process and monitor bills related credit memos - Ensure all clients are informed on their outstanding debts and deadlines - Handle billing inquiries from customers
Competencies/Skills	- MS programmes - Details oriented - Analysis and Reporting - Financial accounting software and ERP systems - Taxation knowledge - Accounting standards - Service oriented

Interested Applicants should submit their applications to BIPA- Business Hub, 172, Jan Jonker Road, Ausspannplatz

Only shortlisted candidates with relevant supporting documents attached to 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 4473

Closing date for all applications is 19 February 2026