

VACANCY

Blood Transfusion Service of Namibia has a vacancy for a

EXTERNAL VACANCY

Debtors Clerk – Windhoek

The Finance & Administration Division invites applications from suitably qualified and dedicated professionals for the position of Debtors Clerk. The successful candidate will be responsible for administering medical aid submissions, debt collection and debtor reconciliations to ensure the timely recovery of revenue and accurate debtor records.

Purpose of the Position:

The Debtors Clerk is responsible for administering medical aid claims, maintaining debtor records, following up on outstanding accounts and ensuring the accurate and timely processing of medical aid and private patient accounts.

Key Performance areas include (yet not limited) to:

- Create and maintain patient accounts and generate invoices for services rendered.
- Prepare and submit medical aid claims and supporting documentation.
- Monitor and follow up on outstanding medical aid claims exceeding 30 days.
- Prepare monthly debtor age analyses and outstanding payment reports for the Debtors Supervisor.
- Maintain and update records of potential bad debts and outstanding accounts.
- Assist with data capturing and requisition processing during month-end peak periods.

Minimum requirements:

- Diploma in Accounting and Finance.
- Proficiency in Microsoft Excel, Word and PowerPoint.
- Minimum of two (2) years' experience in general office and accounting routines.
- Previous experience working with debtors and creditors.
- Proficient in SAGE 3000 (Accpac)
- Experience working with Health Focus Eminance software will be an added advantage

Remuneration: A market-related salary is subject to negotiation.

A detailed job description is available upon request.

If you fulfill these requirements and are interested in this position, please send your Curriculum Vitae to: Blood Transfusion Service of Namibia, via email at vacancies@bts.com.na

CLOSING DATE FOR APPLICATIONS: 05 August 2026

IMPORTANT:

Regrettably, only applicants meeting the **MINIMUM REQUIREMENTS** need to apply. ONLY short-listed candidates will be contacted. If you have not heard from us within four (4) weeks after the closing date, please consider your application unsuccessful.

