



Vacancy

Finance Administrator

Location: Katima Mulilo

About BHL GROUP

BHL GROUP is a leading transport and logistics company providing value-added services across sub-Saharan Africa. Our operations rely on efficient financial administration, accurate record-keeping, and effective coordination between operational and finance teams to support business continuity and service excellence.

About the Role

BHL GROUP is seeking a detail-oriented and highly organised Finance Administrator to join its Katima Mulilo operations. The successful candidate will provide financial and administrative support through accurate record-keeping, petty cash management, procurement coordination, and documentation control. This role plays a critical part in ensuring financial accuracy, compliance, and the timely flow of information between the Katima Mulilo branch and the Walvis Bay finance office.

Key Responsibilities

Financial Record-Keeping & Reporting

- Maintain and update Excel control sheets for Road Fund Administrator (RFA) invoices, credit card payments, and petty cash transactions
- Review and verify invoice processing entries captured by the Creditors Clerk in Business Central
- Ensure accuracy and completeness of all financial documentation before submission
- Assist with maintaining organised and accurate financial records

Petty Cash Management

- Issue and record petty cash issued to Runners and Katima Supervisors
- Maintain accurate records of petty cash transactions and supporting documentation
- Reconcile petty cash balances regularly and report any discrepancies to the Senior Accountant
- Ensure all petty cash procedures are followed in accordance with company policies

Procurement & Invoice Coordination

- Issue Purchase Orders (POs) in accordance with company procedures
- Follow up to ensure timely receipt of supplier invoices related to issued Purchase Orders
- Organise and dispatch invoices to the Walvis Bay office accurately and timeously
- Support procurement administration and document control processes

Documentation & Communication

- Collect, organise, and submit finance-related documents, including fuel sheets and fuel slips, to the Walvis Bay finance office daily via email and hard copies
 - Ensure all documentation is complete, accurate, legible, and submitted within required deadlines
 - Maintain effective communication with operational and finance teams to ensure smooth information flow
 - Assist with general finance and administrative duties as required
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Minimum Requirements

- Grade 12 Certificate (minimum requirement)
 - Diploma in Accounting, Finance, Administration, or a related field will be an added advantage
 - Minimum of 2 years' experience in a finance or administrative support role
 - Proficiency in Microsoft Excel and experience working with ERP systems (Business Central preferred)
 - Strong organisational, administrative, and communication skills
 - Ability to work independently and manage multiple tasks efficiently
 - High attention to detail and accuracy
 - Strong numerical aptitude and problem-solving ability
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Application Procedure

Candidates who meet the above requirements are invited to apply via www.jobopportunities.net and submit:

- A detailed cover letter
- An updated CV
- Certified copies of relevant qualifications

Application Deadline: 17 August 2026 @ 7:00PM

Only shortlisted candidates will be contacted.

BHL GROUP is an equal opportunity employer and encourages applications from suitably qualified candidates.