ACCOUNTS PAYABLE CLERK

NEW HORIZON COPPER (PTY) LTD | KOMBAT/SWAKOPMUND

NHC is committed to operating safely, responsibly and efficiently while developing Namibia's copper resources to create long-term value for our people, communities and the country.

We are looking for a detail-oriented Accounts Payable Clerk to join our Finance & Administration team.

PURPOSE OF THE JOB

To provide accurate, timely and efficient accounts payable administration by processing supplier invoices, maintaining supplier records, performing reconciliations and supporting payment preparation in line with financial controls and procurement procedures.

KEY RESPONSIBILITIES

Receive, register and verify supplier invoices against approved purchase orders, goods received notes, service confirmations and supporting documents.

Capture approved invoices accurately in the ERP system and allocate costs to the correct general ledger accounts, cost centres, projects or capital expenditure codes.

Reconcile supplier statements to the accounts payable ledger and investigate outstanding invoices, credit notes, unallocated payments and other reconciling items.

Assist with supplier payment runs, prepare supporting payment documentation and maintain accurate payment records and proof of payment.

Ensure compliance with procurement requirements, segregation of duties, company financial policies and internal controls, and support audit requirements.

Respond to supplier queries and liaise with Procurement, Warehouse, Operations and other departments to resolve invoice and payment discrepancies.

Support month-end reconciliations, cut-off procedures, accrual information and reporting while maintaining confidentiality of financial information.

MINIMUM REQUIREMENTS

Grade 12.

Minimum 3 years' relevant accounts payable, bookkeeping or finance administration experience.

A certificate or diploma in bookkeeping, accounting or finance will be an added advantage.

Experience using an ERP or accounting system, including supplier invoice processing, reconciliations and payment administration.

Knowledge of purchase orders, goods received notes, supplier reconciliations, general ledger and cost-centre allocation, procurement controls and basic VAT checks.

Mining, engineering, construction or project-environment experience will be an added advantage.

Strong numerical ability, accuracy, attention to detail, confidentiality, organisation and deadline management.

WHO SHOULD APPLY?

Applications are invited from candidates who meet the above requirements. Previously disadvantaged Namibians, women, persons with disabilities, and residents of Kombat and surrounding communities are encouraged to apply.

HOW TO APPLY

Applications must be submitted via our recruitment portal at www.jobportunities.net.

Applicants are also encouraged to register on our recruitment database at https://kombatproject.com/login.

The database is there for candidates to register their details so that we can consider them should a suitable opportunity arise in future.

If you meet the above requirements and are interested in contributing to the success of New Horizon Copper, please submit a detailed CV, certified copies of your qualifications, and a cover letter.

Closing Date: 13 November 2026 @ 7:00PM

NB: Only candidates who meet the minimum requirements will be considered. Shortlisted candidates will be contacted within four weeks of the closing date.