VACANCY

CREDITORS CLERK (FIXED TERM - 6 months)

We are looking for a CREDITORS CLERK (Fixed Term) to join our tribe!

This position is Windhoek based at our headquarters.

The incumbent shall process financial transactions with creditors, compliance with VAT and accounting standards. The role demands precision, excellent attention to detail, and the ability to work efficiently within deadlines.

Responsibilities include but are not limited to:

- Accurate and timeous processing of Tax Invoices in compliance with the Namibian Value Added Tax Act and in accordance with the Company's Policy & Procedures to avoid costly penalties and also to ensure that payment terms and settlement discounts are met.
- Timeous and up to date vendor payments
- All tax invoices, vendor reconciliations and payment confirmations are filed alphabetically and in an orderly fashion
- Perform ad hoc tasks as requested by management

Requirements:

- Must be a Namibian citizen or permanent resident
- Grade12 with Certificate in Basic Accounting/ Bookkeeping and a minimum of 2 years proven working experience as Creditors Clerk
- Effective communication (verbal, written, presentation and listening) is essential
- Have excellent knowledge of MS programs (knowledge of Xero and Tall Order would be of advantage)
- Outstanding organizational and time-management abilities
- Good understanding of bookkeeping procedures
- Good interpersonal skills
- High level of emotional and social maturity
- Absolute ethical behavior

Please send your CV with an application letter and contactable references and supporting documents to **talent@ultimate.earth**

Closing date for applications is Tuesday, 03 November 2026- only short-listed candidates will be contacted!