

VACANCY ANNOUNCEMENT (INTERNAL AND EXTERNAL CANDIDATES)

Finance Department: Finance Clerk Accounts Payable (JOB GRADE B-5)

The Namibia Industrial Development Agency (NIDA) is established by Act No. 16 of 2016 to effectively lead the industrialization agenda of Namibia, and meaningfully contribute to employment creation and economic growth.

JOB PURPOSE

The Finance Clerk: Accounts Payable will be responsible for the full creditor's function of the organization and ensure that all creditors (national and international) are paid accurately and timeously. The position requires the processing of reconciliations against supplier's statements, capturing invoices onto pastel evolution (SAGE 300), dealing with queries, ensure compliance with NIDA's financial policies and procedures, and assist with audits (internal & external) and financial reports.

KEY RESPONSIBILITIES:

- Receiving, requesting and analyzing invoices to make sure they match financial rules and regulations and following up on any discrepancies
- Capture all supplier documents (invoices, credit notes, adjustments etc.) and staff documents (subsistence & travel claims and refund requests)
- Create invoice batches based on valid supplier and staff documents
- Perform detailed supplier reconciliations on a month-to-month basis for review and approval
- Submit monthly age analysis for review and investigation of unusual items
- Remitting all the payment advices to suppliers in a timely manner
- Performing supplier reconciliations to support all payments to approved suppliers
- Attend to all queries from creditors and staff in respect of payments to approved suppliers
- The execution of all other duties as allocated by management

**LJ MATTHEWS (CHAIRPERSON), T KADHIKWA (VICE-CHAIRPERSON),
BM MUTEKA, F FLEERMUYS, E KATJAERUA,
HM GAOMAB II (CHIEF EXECUTIVE OFFICER)**

All official correspondence must be addressed to the Chief Executive Officer

JOB SPECIFICATIONS

Minimum Academic. Professional Qualifications & Experience	Grade 12 with a higher certificate in accounting / NQF Level 5 Minimum 5 years' experience Previous experience on SAGE 300 ERP Microsoft Word & Excel
Competencies & Skills	Honesty Accurate with figures Patience Communication skills Assertiveness Attention to detail

GENERAL GUIDELINES:

Applications to be submitted to HR electronically to recruitment@nida.com.na. The deadline for applications is **25 February 2022 at 16H30**. No late applications will be accepted.

NB: Foreign acquired qualifications should be accompanied by NQA evaluation report to be considered. **A certified copy of Certificate of Conduct issued by NAMPOL is mandatory.**

Please note that certified copies of qualifications, identification and other support documents should be included in your electronic application submission, supported by a cover letter, a comprehensive, updated Curriculum Vitae. Applicants shall provide three (3) professional and traceable references and their contact details.

Only short-listed candidates will be contacted, and no documents will be returned.