



VACANCY

NAMPORT is a leading strategic and dynamic institution facilitating trade for national development. We are unique in our trade and operate in a highly competitive global sphere. Opportunities are available for creative and high potential individuals who have the zeal to learn, grow and contribute in a high-performing environment. As a reputable Employer of choice, we offer competitive rewards and prospects in return.

Our vision is *to be the best performing seaports in Africa*. If you resonate with our vision and have the right attitude; we encourage you to apply for the following position:

POSITION:	ACCOUNTS ASSISTANT: RECEIVABLE
JOB GRADE:	11
DEPARTMENT:	FINANCE
LOCATION:	PORT OF WALVIS BAY

PURPOSE OF THE JOB:

To prepare accounts receivable transactions and to process customer payments in accordance with Namport set procedures. This position reports directly to the Supervisor: Accounts Receivable.

KEY PERFORMANCE AREAS:

- Process direct deposits and cash receipts to customer accounts on a daily basis.
- Check, verify and certify the correct of customer and GL accounts before processing on SAP.
- Process all advance account payments on SAP.
- Administer monthly account statements.
- Recover outstanding debts.
- Compile weekly cash customer reports.
- Cultivate and maintain good customer relations.
- Accountable for the proper record keeping of documents.
- Establish and maintain good relationships with customers and stakeholders.
- Perform any other related duties as and when required.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Diploma [NQF 6] in Accounting, Accounting and Finance, Commerce, or equivalent.
- Bachelor Degree in Accounting, Accounting and Finance, Commerce, or equivalent would be an added advantage.
- A minimum of two (2) years relevant working experience.
- Proficiency with the Microsoft Package and SAP System would be an advantage.
- Able to prioritize and multi-task particularly when working with tight deadlines.
- Must be trustworthy with an excellent eye for details.
- Good verbal and written communication.
- Good time management.

Women and persons with disabilities are highly encouraged to apply and will be given preference.

To apply, and for more information on these opportunities, please visit our website at www.namport.com/careers/

Certified copies of foreign qualifications should be accompanied by proof of evaluation by the Namibia Qualifications Authority.

WINDOW OF OPPORTUNITY: 31 MAY 2024

No hand delivered, emailed, or faxed applications will be considered. Only shortlisted candidates will be contacted.
Enquiries and applications should be addressed to: **Human Capital: Business Partner** | Namibian Ports Authority | P O Box 361 | Walvis Bay.
Tel: 064: 208 2255 | 2307 | 2506



"The Ultimate Port Experience"

NAMPORT

www.namport.com

