



We provide the destinations of choice for tourism in Africa

## EXTERNAL VACANCIES

Namibia Wildlife Resorts (NWR) is a state-owned enterprise mandated to manage tourism facilities within the protected areas of Namibia. Suitable and qualified NWR employees are invited to apply for the following vacant positions.

**Job Title:** Financial Assistant - Debtors x1

**Job Grade:** C1

**Duty Station:** Head Office

### Primary Purpose of this Position

To ensure that all outstanding balances for services rendered and goods sold to customers are paid and accounted for.

### Key performance Areas

- Reconciliation of Debtors
- Process all debtors' invoices.
- Follow-up on outstanding Debtors
- General Administration

### Requirements

- Grade 12
- Diploma in Finance & Accounting.
- Communication and interpersonal skills.
- Computer literacy in accounting software.
- Administrative skills.

### Qualifications and Experience Required:

- 2 years working experience in a debtor's environment.
- Reconciliation of Debtors
- Process all debtors' invoices

**Job Title:** Supervisor: Debtors and Treasury x1

**Job Grade:** C3

**Duty Station:** Head Office

### Primary Purpose of this position:

To ensure that revenue generated from camps are validated, captured and all cash is correctly reconciled & banked. All outstanding balances for services rendered and goods sold to customers are paid and accounted and is compliant with all terms of payment.

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Directors: Ambassador L.N. lipumbu (Chairperson), J.W. Moore (Deputy Chairperson), Dr. M. M. Ngwangwama (Managing Director)

E.R. Petersen, R. Putter, B.T. Schneider, E.S. Shifotoka, C.R. Williams

**Key performance Areas:**

- Periodic Cash - up
- Debtors Payments
- Debt Collection
- Fund Transfers
- Debtors Age Analysis Review
- Journals and Submissions
- Bank Reconciliation
- PPE and other contracts
- Administration of VAT Reports and Import Tax Reports.

**Qualifications and Experience Required:**

- Diploma or Degree in Finance and Accounting.
- Valid Code B drivers licence.
- Computer literacy - i.e. Innkeeper system experience (**added advantage**)
- 3 years working experience in finance and accounting environment.
- 1 -2 years working experience in Hospitality & Tourism industry will be an (**added advantage**)

Candidates who meet the minimum requirements of the positions as advertised, should submit their applications, accompanied by a detailed Curriculum Vitae and copies of their qualifications, via email not later than **Friday 29 July 2022 @ 17h00**, to [\*\*vacancies@nwr.com.na\*\*](mailto:vacancies@nwr.com.na).