

VACANCY

CREDITORS CLERK

⌚ Permanent Contract 📍 Finance

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and is in the process of setting up an export abattoir and a red meat processing facility between Okahandja and Windhoek. Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

The primary purpose is to process and manage the company's accounts payable by accurately recording, verifying and processing all invoices and payment to suppliers and creditors

KEY DUTIES AND RESPONSIBILITIES

- Manage full creditor's function.
(receive, verify and accurately recording of invoices and payments)
- Daily capturing of creditors invoices.
- Ensure accurate and timely payments to creditors.
- Timeously resolve queries with suppliers/creditors.
- Perform account reconciliations.
- Assist in preparing reports and statements as required by management and auditors.
- Filing and/ or archiving.
- General administrative tasks.
- Ad hoc Tasks if and when required by management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Minimum 5 years of experience as creditors clerk.
- Certificate in bookkeeping.
- Proficiency in Sage Evolution will be an advantage.
- Fluent in English.
- Strong organisational and accuracy skills.
- Knowledge of bookkeeping principles.
- Ability to work independently and maintain confidentiality.
- Ability to handle pressure and meet deadlines.

APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated, Curriculum Vitae to the HR department. Mail your completed application to: HR@Sbo.na

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: CREDITORS CLERK

No late applications will be accepted.

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

CLOSING DATE FOR APPLICATIONS:

10 SEPTEMBER 2026