



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

EXTERNAL VACANCY
ACCOUNTANT REVENUE, (Paterson, Grade C3)

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

<i>Duty Station</i>	WINDHOEK
Primary Purpose	To account for all revenue, debtor's reconciliations, accounts receivable and daily banking
Minimum Qualifications and Experience	<ul style="list-style-type: none">• Bachelor's Degree in Accounting NQF Level 7 plus• Five (5) years' experience in the Accounting field• Experience in Financial Auditing will be an advantage
Key Responsibilities	<ul style="list-style-type: none">• Processing revenue transaction on accounting system as per codes• Processes subsidies, intellectual property fees and fees from business registrations to the accounting system• Allocates EFT receipts to relevant debtors and general ledger accounts.• Maintain and reconcile accounts receivables master file• Reconciliation of daily cash collections and EFTs• Maintains proper records of revenue and other receivables• Checks the accuracy of all receivables• Investigates any discrepancies and initiates verifications related to revenue and receivables• Support issue of invoices/notifications to customers• Maintains all filing regarding revenue and debtors.• Handles all correspondence regarding revenue and receivables• Updates debtor details / records as required• Direct supervisor of all cashiers
Competencies/Skills	<ul style="list-style-type: none">• Microsoft Office• Accounting Software• Basic bookkeeping• Interpersonal Relations• Honesty and Integrity• Analytical and Numerical• Numeric Ability

Detailed Curriculum Vitae, cover letter plus certified supporting documents should be hand-delivered at the BIPA Offices, PZN Building, Ruhr Street, Northern Industry Area / P O Box 185 Windhoek. Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-2994400

Closing date for all applications is 25 September 2020

