

**EXTERNAL VACANCY
ACCOUNTANT EXPENDITURE (PATERSON, C3)**

Business and Intellectual Property Authority is an independent institution 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:

Duty Station	Windhoek
Primary Purpose	To administrates all issues related to accounts payable, creditors and petty cash.
Minimum Qualifications and Experience	-Bachelor degree in Accounting -NQF 7 -Five (5) years' experience in the Accounting field.
Key Responsibilities	-Captures supplier tax invoices to the accounting system. -Allocates supplier tax invoices to correct budget code and accounting period. -Processes petty cash invoices to accounting system and ensures that they are allocated to the correct accounting period -Ensures that relevant supporting documents are in place before payment is done. -Obtains supporting documentation from user department. -Processes cheques / EFT once approval for payment has been obtained -Forwards cheques /EFT to authorised signatories for payment. -Forwards proof of payment to supplier. -Ensures timely payment of sitting allowances, retainer fees and DSA's. -Reconciles creditor's balances to statements. -Investigates any discrepancies and initiates verifications. -Reconciles and replenishes petty cash. -Reconciles cell phone accounts and corporate credit card accounts -Receives invoices from suppliers of goods and services. -Checks the accuracy of the supplier details and payment terms. -Enquires on order numbers / duplicates of orders if not available and liaises with procurement on any outstanding documentation. -Maintains accurate ledger of suppliers
Competencies/Skills	- Computer Literacy - Pressure Handling - Confidentiality - Assertive - Communication - Numeric Ability - Teamwork

Kindly note that no email or paper documents will be accepted. Interested Applicants should apply on:

Employees of BIPA : <https://bipa-internal.jb.skillsmapafrica.com/>

External Candidates: <https://bipa.jb.skillsmapafrica.com/>

Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews. Candidates from previously disadvantaged groups are encouraged to apply.

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

Enquiries: Human Capital Practitioner @ 061-299 4414/65

Closing date for all applications is 25 March 2021