

## VACANCY

### BILLING OFFICER (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:

<b>Duty Station</b>	WINDHOEK
<b>Duration</b>	PERMANENT
<b>Primary Purpose</b>	To effectively and efficiently create invoices and credit memos, issuing them to customers by all necessary means as well as updating customer files.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- Bachelor's degree in Accounting/ Cost and Management Accounting NQF Level 7.</li> <li>- Three years' (3) working experience in the field of Financial Accounting.</li> </ul>
<b>Special Requirements / Licences</b>	<ul style="list-style-type: none"> <li>- Driver's licence Code B</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Generate annual duties assessment monthly</li> <li>- Update accounts receivable database with missed payments</li> <li>- Update all billing procedures</li> <li>- Maintain and update customers' database</li> <li>- Reviewing of invoices</li> <li>- Process and monitor bills related credit memos</li> <li>- Ensure all clients are informed on their outstanding debts and deadlines</li> <li>- Handle billing inquiries from customers</li> </ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"> <li>- MS programmes</li> <li>- Details oriented</li> <li>- Analysis and Reporting</li> <li>- Financial accounting software and ERP systems</li> <li>- Taxation knowledge</li> <li>- Accounting standards</li> <li>- Service oriented</li> </ul>

Interested Applicants should submit their applications to BIPA- Business Hub, 172, Jan Jonker Road, Ausspannplatz

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 4473

**Closing date for all applications is 19 February 2026**