



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

**INTERNAL/EXTERNAL VACANCY
ACCOUNTANT: EXPENDITURE
(PATTERSON 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:

Duty Station	Windhoek
Duration	Permanent
Primary Purpose	To manage and process all organisational payments, including supplier payments, salaries, statutory obligations and other approved disbursements
Minimum Qualifications and Experience	- Bachelor's degree in accounting at NQF Level 7 - Five (5) years' experience in creditors, payments and related Accounting function. - Demonstrated experience in processing and controlling organisational payments in a structured financial environment.
Special Requirements / Licences	- Driver's Licence Code B
Key Responsibilities	- Processing of supplier invoices - Processing Payments of suppliers, salaries, Third parties and other approved disbursements through EFT - Managing Accounts payable - Performing supplier reconciliations - Providing general administration related to payments and creditors
Skills and Competencies	- Basic bookkeeping - Interpersonal Relations - Analytical - Numeric Ability - Attention to detail - Confidentiality - Integrity and Ethical Conduct

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

BIPA Head Office:

172 Jan Jonker Road - P O Box 185, Windhoek Namibia - Tel: +264 61 299 4400 - Email: info@bipa.na - www.bipa.na

Directors: Immanuel !Hanabeb - Chairperson: Sara Katiti
Deputy Chairperson: Justin Strauss, Ashley Tjipitua, Nancy Watyoka, Hilka Alberto, Julius Haikali
Chief Executive Officer: Ainna V. Kaundu - Company Secretary: Auguste Abisai



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Only shortlisted candidates who submit relevant supporting documents (*CV, certified copies of qualifications, testimonials and/or certificates of service, or any other proof of employment, proof of citizenship, Code B driver's licence, etc.*) with 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 4414/73

Closing date for all applications is 21 October 2026

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