



NAMIBIA TRAINING AUTHORITY

## **DEBTORS CLERK (Grade B3)**

**Duty Station: Nakayale Vocational Training Centre (NVTC)**

**Reporting to:** Accountant

**Purpose:** Identifying, verifying and contacting clients and trainees with overdue accounts and entering data on the Accounting system to track collection effort in progress in accordance to the institution debtors' policy, on a regular basis.

### **Key Performance Areas:**

- Receives invoices from the Accountant;
- Verifies invoices against set standards;
- Ensures invoices are not duplicated;
- Records the travelling period as an invoice number to avoid duplication;
- Saves processed information on the GP for the Accountant to verify;
- Sends email or calls the suppliers to request for the statements;
- Receives the statements from the suppliers;
- Analyze the statements from the suppliers with the invoices received to avoid duplication;
- Attaches the last paid/GL print our reports;
- Receives the approved payment requisition from the Manager;
- Captures the payments information onto the bank system/-n-line;
- Submits to the Accountant for authorization of payment requisition on the bank;
- Receives the approved documentations for filing purposes;
- Recommends changes necessary to improve financial performance and controls to the Finance Coordinator;
- Receives approved payment documents from the Accountant and file them per supplier as they come in;
- Receives the list of documents as requested by the auditors; and
- Searches/traces the files/documents from the filing system/cabinet and give them to the Financial Accountant.

### **Qualifications and Experience:**

- Bachelor's Degree/Diploma in Accounting/Finance; and
- 1 Year Accounting/Finance experience.

### **Other Competencies:**

- Excellent communication skills;
- Interpersonal skills, organizational skills, report writing skills; and
- Computer literacy.

**Closing Date: 03 November 2017**

Applications should be directed to the Centre Manager at the Vocational Training Centre (VTC); by email or couriered or hand-delivered.

**Nakayale Vocational Training Centre – NVTC**

**Private Bag 910 Outapi Tel.: 065-263600 Email: [cfillipus@nvtc.edu.na](mailto:cfillipus@nvtc.edu.na)**

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates may be contacted. The NTA reserves the right not to make any appointment in this position