

ONGUMA IS HIRING



POSITIONS AVAILABLE

We encourage and promote diversity and inclusion, and welcome applications from all backgrounds regardless of gender, age and disability. The position requires previous bookkeeping experience, strong leadership, patience and diplomatic skills.

POSITION: Accounting position, Bookkeeping (Debtors and Creditors Clerk)

ORGANISATION: Onguma Safari Camps Pty Ltd

LOCATION: Windhoek

REPORTING TO: Financial Manager

EXPECTED START DATE: As soon as possible

PLEASE EMAIL YOUR CV TO
MARLIEN.BURGER@ONGUMA.COM

Onguma
ETOSHA | NAMIBIA

WWW.ONGUMA.COM/VACANCIES/



MAIN ROLE & RESPONSIBILITIES

RESPONSIBILITIES

- Processing of invoices on Innkeeper, recon statements and prepare month end payments
- Sending out Statements and following up on overdue payments
- Working with Imports/Exports and Customs Authorities, claiming pack VAT from Customs

EDUCATION & EXPERIENCE

- Be a Namibia Citizen (ID will be required)
- Good Communication and inter-personal skills
- Excellent computer skills
- Experience with Sage Pastel and Innkeeper would be an advantage
- Minimum of 2 years relevant work experience
- Should be willing to travel occasionally

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To apply, if you meet the requirements please email your CV and cover letter to marlien.burger@onguma.com by end of February 2024. Please mention the position name in the subject line of the email. We thank you for your interest in working for Onguma. For more information or questions, do not hesitate to contact Marlien Burger on e-mail given above.



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