



# ONGAVA

GAME RESERVE

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## CAREER OPPORTUNITY

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### **Job Title: Admin Clerk** **Department: Finance**

The Admin Clerk will be an integral part of the accounts team, responsible for accurate and timely data entry across multiple entities managed by Ongava Game Reserve (Pty) Ltd. This entry-level position is ideal for individuals looking to start a career in finance and administration within the tourism and conservation sector. The role requires a detail-oriented individual with a strong sense of responsibility and a willingness to learn.

**Location:** Ongava Game Reserve Windhoek

**Reports To:** Finance Manager

**Employment Type:** Full-time

#### **Duties & Responsibilities:**

- Capture financial data accurately into accounting systems
- Maintain and update records for multiple companies under Ongava Game Reserve
- Assist with invoice processing and stock capturing
- Support the accounts team with reconciliation tasks
- Ensure proper documentation and archiving of financial records
- Liaise with internal departments to gather and verify data
- Perform general administrative duties as required

#### **Skills:**

- Strong attention to detail and accuracy
- Basic understanding of accounting principles
- Proficiency in Microsoft Excel and other data entry software
- Good organizational and time management skills
- Ability to work independently and as part of a team
- Clear written and verbal communication skills
- Discretion and confidentiality in handling financial data

#### **Requirements:**

- Grade 12 (Matric) certificate or equivalent
- Certificate or diploma in accounting, finance, or administration (advantageous)
- Prior experience in an administrative or clerical role (preferred)
- Familiarity with accounting software (e.g., Innkeeper, Xero) is an advantage
- Fluent in English; knowledge of local languages is an asset
- Namibian citizenship

#### **How to Apply:**

Interested candidates who meet the above application criteria are requested to apply for this vacancy by sending an updated CV, motivational letter, and qualifications to [apply@ongava.com](mailto:apply@ongava.com).

**Closing date: 26 August 2025 (only shortlisted candidates shall be contacted).**

**For any enquiries, please contact +264 (0) 83 370 9775**

