



**山金国际**  
SHANJIN INTERNATIONAL

**OSINO**  
RESOURCES

## VACANCY

### ACCOUNTS PAYABLE CLERK/OFFICER

**LOCATION:** Windhoek

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#### JOB SUMMARY

Osino is seeking a detail-oriented and efficient **Accounts Payable Clerk/Officer** to join our finance team. The successful candidate will be responsible for preparing payments to suppliers, reconciling accounts payable transactions, and ensuring invoices are processed accurately and promptly on the financial system. This role plays a critical part in maintaining financial accuracy and strong supplier relationships.

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#### MINIMUM REQUIREMENTS

- Grade 12 with Accounting & Mathematics (a financial qualification or studies towards one will be advantageous).
  - Minimum of 3+ years' experience in an accounting role.
  - Proficiency in MS Office Suite.
  - Experience in ERP systems (Pronto experience will be advantageous).
  - Fluency in Afrikaans and English.
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#### RESPONSIBILITIES

- Receive invoices and ensure all supporting documents are attached.
- Review supplier invoices to ensure accuracy and alignment with purchase orders or other supporting documentation.

- Process invoices accurately and timeously on the Pronto financial system.
  - Match invoices and statements for account reconciliation.
  - Reconcile supplier statements to the General Ledger and payments.
  - Complete supplier credit application forms.
  - Resolve supplier queries promptly.
  - Maintain accurate records of all reconciliations.
  - Prepare documents required for audits.
  - Perform ad-hoc duties as required.
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## **KNOWLEDGE AND SKILLS**

- Strong numeracy and analytical skills.
  - High level of accuracy and attention to detail.
  - Results-oriented and deadline-driven.
  - Critical thinking with an eye for detail.
  - Willingness to learn, acquire new skills, and share best practices.
  - Ability to work well under pressure and meet deadlines.
  - Strong teamwork and ability to work independently.
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## **HOW TO APPLY**

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net). Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

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## **CLOSING DATE**

**15 September 2025 @ 7:00PM.**