



## **VACANCY**

**Position Title:** Creditors and Admin Controller

**Reports To:** Management

**Location:** Walvis Bay

**Department:** Creditors & Administration

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### **Background of Company**

Access World is a global commodity warehousing and logistics business. We specialize in handling, Storage, and processing of commodities including non-ferrous and ferrous metals, ferroalloys, project cargo, oil & gas, and other agricultural products. In addition, we are an approved warehouse keeper of the London Metal Exchange, and we provide LME warehousing and associated services to traders, producers, financiers, and consumers of base metals. In addition, we provide physical warehouse and related logistics services for commodities such as cocoa beans, rubber, cotton, and other agricultural products. Access World also acts as collateral manager of ferroalloys, minor metals as well as oil and gas. Regions operate in semi-autonomous offices with their corporate functions including commercial, finance HR, legal, and operations.

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### **Role Purpose**

The role of the Admin & Creditors Controller involves providing financial, administrative, and clerical support to the organisation. Their role is to complete payments and control expenses by receiving payments, plus processing, verifying and reconciling invoices. A typical Accounts Payable clerk performs day-to-day management of all payment cycle activities in a timely and efficient manner.

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### **Key Responsibilities**

#### **Accounts Payable & Creditors Management**

- Capturing of invoices
- Controlling the creditors/accounts payable function.

- Ensure accurate capturing, coding, and timely processing of invoices.
- Prepare and load supplier payments for payments.
- Reconcile supplier accounts and resolve discrepancies.
- Handle all creditors queries.
- Maintain and strengthen supplier relationships.
- Implement and maintain creditors policies and procedures to improve efficiency where necessary.

### **Financial Reporting & Controls**

- Prepare creditors age analysis reports, reconciliations, and related financial schedules.
- Assist with balance sheet reconciliations, cash flow forecasting, and month-end processes where required.
- Support compliance with IFRS/GAAP and internal financial controls.
- Provide audit support by preparing schedules and liaising with auditors.

### **Administration & Support**

- Oversee administrative tasks including vendor file management and document control.
- Support Admin-related administration and reporting when required.
- Ensure compliance with company policies and statutory requirements.
- Coordinate with other departments to support financial and operational processes.

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### **Qualifications & Experience**

- **Minimum Education:**
  - Certificate or Diploma in Accountancy
- **Experience:**
  - 10+ years' experience in creditors and/or administration roles.
  - Extensive exposure to creditors/accounts payable management reporting and administration.
  - Proven experience in creditors and administration.
- **Technical Skills:**
  - Proficient in a wide range of financial, accounting, and office software systems and applications.

- Strong knowledge of IFRS, GAAP, and internal controls will be an added advantage.
  - Skilled in preparing reconciliations
  - **Core Competencies:**
    - Strong attention to detail and accuracy.
    - Excellent organizational and administrative skills.
    - Strong interpersonal and supplier relationship management skills.
    - Ability to work under pressure and meet strict deadlines.
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**Further requirements:**

- Bilingual: English and Afrikaans.
- Valid driver's license.

**Ready to Apply?**

**Submit your application via [www.jobopportunities.net](http://www.jobopportunities.net)**

Include:

- A detailed cover letter
- Your updated CV
- Copies of relevant qualifications

**Closing Date: 7 October 2025**

For assistance with the portal, contact the Tara Nawa team at +264 (0)64 402403.