



# ONGAVA

GAME RESERVE

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## CAREER OPPORTUNITY

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### **Job Title: Creditors Controller** **Department: Finance**

The Creditors Controller is responsible for managing the company's accounts payable function. This includes ensuring accurate and timely processing of supplier invoices, maintaining good relationships with vendors, reconciling accounts, and ensuring compliance with internal controls and financial policies.

**Location:** Windhoek office – Ongava Game Reserve

**Reports To:** Financial Manager

**Employment Type:** Full-time

**Key Responsibilities:**

- Receive, verify, and capture supplier invoices.
- Match invoices to purchase orders and delivery notes.
- Ensure correct coding and authorization of invoices.
- Prepare payment batches (EFTs, cheques, etc.) in line with payment terms.
- Ensure timely payments to avoid penalties or interest charges.
- Maintain accurate records of all payments made.
- Perform monthly supplier account reconciliations.
- Investigate and resolve discrepancies or queries with suppliers.
- Generate monthly creditors age analysis reports.
- Assist in month-end closing and reporting processes.
- Provide input for cash flow forecasting.
- Ensure adherence to internal financial controls and company policies.
- Maintain proper documentation and audit trails for all transactions.
- Maintain supplier master data.
- Liaise with suppliers regarding account queries and statements.
- Build and maintain strong relationships with key vendors.

**Key Competencies:**

- High level of accuracy and attention to detail.
- Strong organizational and time management skills.
- Good communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Integrity and discretion when handling confidential information.

**Requirements:**

- Diploma or degree in Accounting, Finance, or related field.
- 3+ years' experience in a similar creditors/accounts payable role.
- Experience with accounting software (Cimso Innkeeper will be an advantage).
- Strong Excel skills and attention to detail.

**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, qualifications to [apply@ongava.com](mailto:apply@ongava.com)

**Closing date: 11 December 2025 (only shortlisted candidates shall be contacted)**

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

Ongava Game Reserve (Pty) Ltd is an Equal Opportunity Employer.