



ONGAVA

GAME RESERVE

CAREER OPPORTUNITY

Job Title: Debtors Controller **Department: Finance**

The Debtors Controller is responsible for managing the company's accounts receivable function. This includes ensuring the accurate and timely invoicing of customers, monitoring outstanding balances, following up on overdue accounts, reconciling debtor accounts, and maintaining strong internal controls. The role contributes to effective cash flow management and supports the financial sustainability of the organisation.

Location: Windhoek office – Ongava Game Reserve

Reports To: Financial Manager

Employment Type: Full-time

The responsibilities of this position include but are not limited to, the following:

Duties and Responsibilities:

- Prepare and issue accurate and timely customer invoices.
- Ensure correct allocation of revenue, VAT treatment, and account coding.
- Capture and process customer receipts in the accounting system.
- Maintain debtor master data and ensure information is up to date.
- Monitor customer accounts to identify overdue payments or irregularities.
- Perform monthly debtor reconciliations and resolve any discrepancies.
- Generate and review debtor age analysis reports.
- Investigate variances and take corrective action where required.
- Follow up on outstanding invoices with customers in a professional and efficient manner.
- Establish and maintain clear credit control procedures.
- Identify high-risk accounts and escalate concerns to the Financial Manager.
- Recommend customer credit limits or adjustments based on payment history.
- Provide input for cash flow forecasting by reporting expected receipts.
- Assist with month-end reporting and reconciliation processes.
- Prepare relevant schedules for management accounts.
- Ensure adherence to company financial policies and internal control procedures.
- Maintain proper documentation and audit trails for all debtor transactions.
- Support audit processes by providing required debtor information.
- Liaise with customers regarding account queries, statements, and payments.
- Provide professional and courteous service to internal and external stakeholders.
- Build and maintain strong relationships with key customers.

Key competencies:

- High level of accuracy and strong numerical aptitude.
- Excellent organisational and time management skills.
- Strong communication and interpersonal abilities.
- Ability to work under pressure and meet deadlines.
- Professionalism, integrity, and discretion when handling confidential information.

Qualifications and Experience:

- Diploma or degree in Accounting, Finance, or a related field.
- Minimum of three years' experience in a debtors or accounts receivable role.
- Experience with accounting software such as (Cimso Innkeeper will be an advantage)
- Strong Excel skills and exceptional 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**

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.

ONGAVA