



Creditors Controller – Windhoek

Location: Windhoek

Closing Date: 10 December 2025

Role Purpose

The Creditors Controller is responsible for maintaining accurate and efficient supplier account administration to support smooth financial operations within Indongo Toyota. This role requires a dependable, detail-oriented professional who can ensure that all creditor transactions are processed accurately and in accordance with company policies and procedures. The successful candidate will work closely with suppliers, operations, and financial managers to guarantee timeous payments, proper reconciliations, and effective communication.

Key Responsibilities

- Receive and distribute supplier invoices for approval and processing.
- Bring anomalies to the attention of the Financial Manager promptly and proactively.
- Reconcile assigned General Ledger accounts and ensure all items are cleared monthly.
- Prepare and submit reports and correspondence required by suppliers and management.
- Verify that all invoices comply with VAT requirements and authorize them within agreed turnaround times.
- Handle supplier account queries professionally and efficiently.
- Administer petty cash controls for the dealership when required.
- Secure the best payment terms available for the business.
- Perform various ad hoc creditors duties as needed.

Minimum Requirements

- Grade 12 certificate.
- Minimum of 5 years' experience in a creditors or bookkeeping-related role.
- Computer literacy (Microsoft Office required; Motodata will be an advantage).
- Bookkeeping or another relevant qualification is advantageous.
- Automotive experience will be an added advantage.

Competencies / Skills

- High level of confidentiality and professionalism.
- Strong numerical and analytical skills.
- Excellent accuracy and attention to detail.
- Good time-management abilities.
- Friendly, energetic, and service-driven attitude.
- Excellent communication skills.
- Ability to work effectively in a team.
- Adaptable in a dynamic and fast-changing environment.

Additional Requirements

- Namibian citizenship or permanent residency.
- Preference will be given to previously disadvantaged persons and persons with disabilities.

Application Procedure

If you meet the requirements and are ready to contribute to the success of Indongo Toyota, please submit your application via the following link:

<https://jobopportunities.net>

Equal Opportunity Employer

Indongo Toyota is an equal opportunity employer and encourages applications from suitably qualified Namibian candidates from all backgrounds.