



**VACANCY: DEBTORS CLERK**

**Location:** Swakopmund, Namibia

**Company:** Gecko Namibia Holdings (Pty) Ltd & Subsidiaries

**Type of Employment:** Permanent

**Reporting to:** Assistant Accountants / Accountants

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**Company Introduction**

Gecko Namibia Holdings (Pty) Ltd is a 100% Namibian-owned company and an equal opportunity employer. The company offers competitive remuneration packages aligned with the successful candidate's qualifications, skills, and experience. Suitably qualified and committed candidates are invited to apply for this position based at the Swakopmund Head Office.

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**Role Purpose**

The Debtors Clerk will be responsible for managing the company's debtor accounts to ensure accurate billing, efficient payment collection, reconciliation of accounts, and effective credit control. The role plays a critical part in maintaining healthy cash flow by minimising outstanding debts and resolving customer account queries promptly.

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**Key Responsibilities**

**Accounts Receivable Management**

- Generate and issue accurate customer invoices and statements.
- Ensure all invoicing is processed in line with company policies and procedures.
- Allocate incoming payments correctly to customer accounts.
- Monitor outstanding accounts and follow up on overdue payments.

**Credit Control**

- Perform regular debtor age analysis and identify high-risk accounts.
- Implement collection strategies to minimise bad debts.
- Liaise with customers to resolve account discrepancies and agree on payment terms.
- Escalate problematic or high-risk accounts to the Financial Manager.

**Reconciliation & Reporting**

- Reconcile debtor accounts and ensure accuracy of all transactions.
- Investigate and resolve account variances and disputes.
- Prepare monthly debtor reports, including ageing analysis.
- Assist with audits and provide supporting documentation when required.

**Customer & Internal Communication**

- Maintain professional relationships with customers.
- Work closely with sales and operations teams to resolve invoicing issues.
- Respond to customer queries in a timely and professional manner.

**Administrative Duties**

- Maintain accurate and up-to-date customer records.
- File and manage all debtor-related documentation.
- Assist with general finance and administrative duties as required.

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**Minimum Requirements (Qualifications, Skills & Experience)**

- Grade 12 (Matric) – essential.
- Certificate or Diploma in Accounting, Finance, or a related field – advantageous.
- Minimum of 2–3 years' experience in a Debtors / Accounts Receivable role.
- Experience working with accounting systems, preferably Sage Evolution.
- Strong numerical and analytical skills.
- High level of accuracy and attention to detail.
- Proficiency in Microsoft Excel and accounting software.
- Strong organisational and record-keeping abilities.
- Excellent communication and customer service skills.
- Ability to prioritise tasks and work under pressure.

- Problem-solving ability and sound judgement.
  - Ability to work independently and as part of a team.
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**Additional Requirements**

- Namibian citizenship or valid work authorisation.
  - Valid Code B (08) driver's license will be an advantage.
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**Remuneration**

A competitive remuneration package will be offered in line with the candidate's qualifications, skills, and experience.

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**How to Apply**

If you meet the above requirements, please submit:

- A detailed CV
- Certified copies of qualifications
- A cover letter

Applications must be submitted via the recruitment portal:

[www.jobopportunities.net](http://www.jobopportunities.net)

Only shortlisted candidates will be contacted.

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**Closing Date**

19 April 2026

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**Equal Opportunity Statement**

Gecko Namibia Holdings (Pty) Ltd is an equal opportunity employer. Applicants from designated affirmative action groups are encouraged to apply.