

VACANCY

Blood Transfusion Service of Namibia has a vacancy for a

Debtors Supervisor – Windhoek

The Finance & Administration Division invites applications from suitably qualified and dedicated professionals for the position of Debtors Supervisor. The successful candidate will oversee debtor administration, medical aid claims, debt collection, and reconciliations to ensure effective revenue recovery and accurate debtor records.

Purpose of the Position:

The Debtors Supervisor is responsible for ensuring the effective management of debtor accounts, medical aid claims, and debt collection processes to maximise revenue recovery and maintain accurate debtor records.

Key Performance areas include (yet not limited) to:

- Administer debtor accounts, including receipts, invoicing, reconciliations, and debtor reporting.
- Manage medical aid claims in SAGE 300 and Eminance.
- Monitor and recover outstanding debts from medical aids, private patients, hospitals, and MOHSS.
- Supervise and support debt collection activities, providing guidance and oversight to the Debtors Clerk.
- Prepare debtor age analyses, bad debt reports, write-off recommendations, and other financial reports.
- Support financial administration, audits, and organisational compliance.

Minimum requirements:

- Diploma or Degree in Accounting, Finance or a related field.
- Proficient in SAGE 300 (or similar ERP/accounting system).
- Advanced proficiency in Microsoft Excel and good working knowledge of Microsoft Word and Outlook.
- Five years practical experience in accounting field
- Three years' experience in supervising and overseeing subordinates in a debtors of finance team
- Knowledge of medical aid claims administration and debtor management will be an added advantage.
- Code 8 driver's licence (or equivalent)

Remuneration: A market-related salary is subject to negotiation.

A detailed job description is available upon request.

If you meet the minimum requirements and are interested in this position, please submit your Curriculum Vitae to the Blood Transfusion Service of Namibia via email at vacancies@bts.com.na or by **hand delivery**.

CLOSING DATE FOR APPLICATIONS: 08 September 2026

IMPORTANT – PLEASE READ BEFORE APPLYING

ONLY applicants who meet ALL the stated MINIMUM REQUIREMENTS for the position should apply. Applications from candidates who do not meet the minimum requirements will **not be considered**.

When submitting your application, you **MUST clearly state the POSITION YOU ARE APPLYING FOR in the SUBJECT LINE of your email**. Applications without the position title in the subject line may not be considered.

Only shortlisted candidates will be contacted. If you have not received any communication from us within **four (4) weeks after the closing date**, please consider your application unsuccessful.