

NAMIBIA MEDIA HOLDINGS

NMH, an equal opportunity employer, has the following vacancy for a dynamic and energetic person with Namibian citizenship.

**SENIOR ADMINISTRATOR
Paterson Grade: C1**

Job Purpose

To provide correct invoicing to clients, facilitate processing of receipts and collect debt on client accounts to execute an efficient and correct debt collection process.

Minimum Qualifications, Education and Experience

| | Required | Preferred |
|------------------------|--|------------------|
| Qualification | Degree in Accounting/ Relevant qualification/ Grade 12 with Accountancy | |
| Experience | 5 years' experience in debtors' collection. Driver's license. | |
| Prior Knowledge | Understanding of managing a large collection of debtors accounts. Control and reconcile accounts receivable, ensuring debtors accounts are settled timeously and accurately. | |

Skills & Competencies

- Accuracy.
- Strong attention to detail.
- Courteous communication skills.
- Strong sense of urgency and ability to meet deadlines.
- High level of integrity.
- Computer literate.
- Ability to perform under pressure.
- Experience with financial software packages would be advantageous.

Key Performance Areas

- Check and send invoices to clients.
- Resolve client account queries.
- Arrange payment collection where relevant.
- Allocate client payments.
- Reconcile debtor accounts.
- Debt collection.
- Prepare and process journals and credit notes.
- Maintain appropriate records.

Duties & Responsibilities

- Collate invoices and order to facilitate complete invoices for clients.
- Distribute invoices and statements to clients according to agreement reached with clients.
- Telephonic collection of debtor accounts using age analysis as guide.
- Resolve client account queries to ensure correct accounts.
- Obtain remittance advices from clients.
- Print debtors' statements on a monthly basis.
- Reconcile debtor accounts in order to provide the client with details of their outstanding balances.
- Prepare and process credit notes and journals in order to correct errors for approval by the Senior Accountant.
- Perform ITC checks for new credit applications to inform the approval process.
- Create new customer accounts on the system in line with approved credit applications.
- Recommend legal action in line with the credit policy to drive the collection of outstanding debt.
- Hand over and follow up on legal debt collection to ensure the money is received.
- Prepare petty cash monthly.
- Processing payments from Bank statements on Debtors accounts.
- Processing of Cash deposit payments on Cash book.
- Assisting Auditors
- Allocate correct VAT codes to credit notes and journals processed to ensure correct VAT treatment.
- Print out credit note and journal batches and submit to the Senior Accountant for checking and sign-off.
- File statements, credit note and journal documentation regularly and neatly to ensure easy access when needed.
- File all records neatly and chronologically to ensure appropriate record keeping and easy access.
- Provide feedback to the Senior Accountant on status of work progress and identified problems to obtain required assistance timeously.

Interested candidates who qualify for the above position can forward their CV with certified copies of qualifications and relevant documentation to:

The Human Resources Department

E-mail: vacancies@nmh.com.na Please write **"SENIOR ADMINISTRATOR – Patterson Grade C1"** in the subject line.

Please note: Only short-listed applications will be contacted and will need to present a task assignment. No documents will be returned.

Closing date: 3 April 2023

Interviews: 05-06 April 2023