

VACANCY – DEBTORS CLERK

(6 Months Fixed-Term Contract)

Location: Windhoek Department: Finance

About the Position

We are seeking a detail-oriented, proactive Debtors Clerk to join our Finance Department on a six (6) month fixed-term contract. The successful candidate will be responsible for managing debtor accounts, ensuring timely premium collection, and maintaining accurate financial records in accordance with company policies and procedures.

Key Responsibilities

- Monitor and follow up on outstanding debtor accounts.
- Allocate payments to the correct accounts and resolve discrepancies.
- Prepare debtor reports, reconciliations, and ageing analyses.
- Respond to client queries relating to accounts and payments.
- Perform any other duties that may be assigned from time to time.

Minimum Requirements

- Diploma in Accounting, Finance, or a related field.
- Minimum 2–3 years' experience in debtors or accounts receivable.
- Proficiency in Microsoft Excel and MS Office applications.
- Strong communication, organizational, and problem-solving skills.
- High level of accuracy and attention to detail.

Interested candidates who meet the above requirements are invited to submit their CV and supporting documents to: [✉ recruitment@namforce.com.na](mailto:recruitment@namforce.com.na)

Namforce Life Insurance is an equal opportunity employer. We value diversity and encourage applications from all suitably qualified individuals.

Only shortlisted candidates will be contacted.

Closing Date: 16 March 2026