



VACANCY: ACCOUNTS PAYABLE ADMINISTRATOR

Location: Windhoek, Namibia

Company: Trip Travel (Pty) Ltd.

Company Introduction

Trip Travel is a trusted leader in the travel and tourism industry in Namibia, delivering exceptional travel solutions to both corporate and individual clients. With a strong commitment to service excellence and innovation, we continue to set the benchmark for quality travel management in the region.

Role Purpose

We are seeking a detail-oriented and proactive **Accounts Payable Administrator** to join our Finance Team. The successful candidate will be responsible for managing the accounts payable process, ensuring supplier payments are accurate, timely, and aligned with company policies, while maintaining strong relationships with internal and external stakeholders.

Key Responsibilities

- Manage open voucher listings and ensure timely processing
 - Call up vouchers for travel expenses issued in mains and raise charges to clients daily
 - Match supplier invoices with vouchers issued and services supplied
 - Apply supplier rates accurately and reconcile variances
 - Reconcile supplier accounts to statements received
 - Process and pay supplier accounts within agreed terms
 - Ensure accurate input VAT claims in compliance with tax regulations
 - Capture payments and correctly match them to open invoices
 - Perform daily financial processing with attention to detail
 - Resolve client and supplier queries effectively and professionally
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Minimum Requirements

- Diploma in Finance or Travel Administration
 - A minimum of 3 years of relevant experience in the travel industry
 - Proficient in Quicktrav and Microsoft Office (Excel, Outlook, Word)
 - Strong reconciliation and data entry skills
 - Solid understanding of travel-related financial procedures
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Additional Requirements

- Excellent communication and interpersonal skills
 - Ability to work independently and as part of a team
 - High level of accuracy and integrity
 - Namibian citizenship or permanent residency
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Application Procedure:

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net. Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Closing Date: 8 August 2025

Trip Travel (Pty) Ltd is an equal opportunity employer. We encourage applications from candidates who meet the requirements and are eager to contribute to our dynamic team.