



Debtors Controller – Windhoek

Location: Windhoek

Closing Date: 30 October 2025

Role Purpose

The Debtors Controller is responsible for the effective administration and control of all debtor accounts, ensuring adherence to credit policies, payment deadlines, and minimizing bad debts. The role plays a critical part in maintaining strong customer relationships while safeguarding the financial health of Indongo Toyota.

Key Responsibilities

- Analyze credit requests and monitor debtor accounts within credit limits.
- Oversee debt collections and ensure timely payments.
- Process account allocations accurately, resolving over/under-payments promptly.
- Prepare and reconcile ledgers and bank deposits.
- Maintain accurate customer databases and send debtor statements timeously.
- Conduct regular cash counts and ensure adherence to cash-up procedures.
- Monitor doubtful debts and prepare reports as required.
- Ensure credit references are checked before account approvals.
- Liaise with branches, departments, and customers to ensure efficient communication.
- Perform ad hoc duties related to debtor control.

Minimum Requirements

- Grade 12 certificate.
- Minimum of 3 years' experience in a financial environment.
- Computer literate (Microsoft Office; Motodata advantageous).
- Advanced Excel proficiency.
- Proficiency in English and Afrikaans; other languages an advantage.

- Attention to detail, accuracy, and confidentiality.

Additional Requirements

- Namibian citizenship or permanent residence.
- Experience in the automotive industry will be an added advantage.

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.

Equal Opportunity Employer

Indongo Toyota is an equal opportunity employer and encourages applications from suitably qualified Namibian candidates from all backgrounds.