



## VACANCY: DEBTORS/CREDITORS CLERK

Gecko Namibia Holdings (Pty) Ltd is a 100% Namibian owned company and is an equal opportunity employer. Gecko offers competitive remuneration packages, relative to the successful candidate's skills level and experience. We would like to invite suitably qualified and committed candidates to apply for the above position based in **Swakopmund**.

**Type of Employment:** Permanent  
**Location:** Head Office: Swakopmund  
**Reporting to:** Accountants

### JOB OVERVIEW:

The main function of the position is to be responsible for accurate day to debtors and creditors processing.

### MINIMUM REQUIREMENTS:

- Grade 12 – Bookkeeping Diploma or Equivalent
- 3+ years full function Creditors and Bookkeeping experience
- Computer literate (Pastel Evolution and Microsoft Office)
- Understand age analysis of accounts and understand general ledger structures.
- Must be able to work under pressure and to strict deadlines.
- High attention to detail and accuracy
- Valid code 08 driver's license
- Police Clearance Certificate
- Excellent verbal skills in English and Afrikaans
- Namibian Citizen

### MAIN FUNCTIONS OF THE POSITION:

- Creditors: processing invoices, reconciliations, payments, queries
- Debtors: invoicing, monthly statements, queries
- Bank reconciliations and cashbook processing
- General ledger reconciliations
- Provide support to finance team.
- Perform other duties as assigned or required.

To apply for this vacancy please visit [www.jobopportunities.net](http://www.jobopportunities.net). Applications for the above position will only be accepted via the recruitment portal, [www.jobopportunities.net](http://www.jobopportunities.net).

**Applications received that do not meet the criteria will not be considered.**

**Only shortlisted candidates will be contacted.**

**Closing date for applications is Sunday, 16 November 2025**