



One of the world's foremost emerging uranium companies, Swakop Uranium, is focused on developing and operating the world's third-largest known primary uranium deposit near the town of Swakopmund in Namibia.

ACCOUNTS PAYABLE CLERK

Location: Husab Mine

Reports to the Accounts Payable Controller

MAIN PURPOSE OF POSITION

Perform accounting and clerical tasks related to the efficient maintenance, checking and processing of accounts payable (AP) transactions in the invoice processing cycle to pay vendors and suppliers within established time limits, by checking documentation, managing and updating creditors' master data, preparing reports required to approve payment run for Tuesday to meet close-off periods of the monthly timetable, and to prepare all back-up documents to accompany the pay run.

Key Performance Areas:

- Receive Invoices and Verify Transactions;
- Payment Preparation;
- Payment Reconciliation;
- Administration: Records, Reporting and Document Control;
- Vendor/Supplier and Internal Stakeholder Enquiry Support;
- People and Performance Management.

Requirements and experience:

- Grade 12 with a Certificate in Accounting or related field.
- 1-3 Years' accounts payable and general accounting experience.
- Reconciliation of accounts.
- Sound customer relations,
- Sound knowledge of VAT
- Valid B/BE Driver's Licence

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to recruitment@cgnpc.com.cn by 9 April 2017.

Previously disadvantaged Namibians are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.

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

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.