

We're Hiring: Finance Clerk B3

Windhoek, Namibia | Full-Time | Client Services & Finance

ABOUT THE ROLE

Interactive IT Solutions is looking for a detail-oriented, reliable Finance Clerk to join our Client Services team. You'll support the day-to-day financial administration of the business, helping ensure accurate record-keeping, timely processing, and smooth client account management.

KEY RESPONSIBILITIES

- Process invoices, payments, and expense claims accurately and on time.
- Maintain and reconcile accounts payable and receivable records.
- Prepare and process bank reconciliations.
- Assist with month-end and year-end closing procedures.
- Maintain proper filing and record-keeping of financial documents.
- Support the preparation of financial reports and statements.
- Liaise with clients and suppliers regarding account queries.
- Provide general administrative support to the finance team.

REQUIREMENTS

- Diploma or Degree in Accounting, Finance, or a related field.
- 1–2 years' experience in a similar finance or bookkeeping role.
- Proficiency in MS Excel and accounting software.
- High level of accuracy and attention to detail.
- Strong organizational and time-management skills.
- Namibian citizen.

WHAT WE OFFER

A supportive, detail-driven team environment, opportunities to grow within an established and multi-vendor certified IT solutions provider, and the stability of working with a trusted, long-standing Namibian company.

How to Apply

Email your CV and a short cover letter to work@iis.com.na

Closing Date: **18 September 2026** · Only shortlisted candidates will be contacted.