

Cash Book Clerk: X1 Windhoek
Type of Notification: Vacant Position
Employee Type: Full Time
Employee Status: Permanent

Closing Date: 01 August 2026

PURPOSE OF THE POSITION

A cash book clerk is responsible for recording, monitoring, and reconciling all cash-related transactions within an organization to ensure accurate financial records and proper cash control.

RESPONSIBILITIES

- Recording daily cash receipts and payments in the cash book
- Managing and reconciling cash accounts
- Processing and monitoring cash van transactions, including collections, deliveries, and deposits
- Verifying deposits received from sales or operations teams
- Reconciling bank statements and cash balances
- Maintaining petty cash records
- Issuing receipts and processing invoices
- Preparing daily, weekly, or monthly cash reports
- Assisting with bookkeeping and other accounting duties

SKILLS AND KNOWLEDGE:

- Basic accounting and bookkeeping knowledge
- Accuracy and attention to detail
- Numerical and reconciliation skills
- Knowledge of accounting software such as SAP B1
- Good record-keeping and organizational skills

QUALIFICATIONS AND EXPERIENCE

- Grade 12
- At least five (5) years' experience in the Finance Environment.
- FMCG experience will be an added advantage.

Wutow offers market related remuneration packages aligned with experience and qualifications. Applicants from previously disadvantaged groups and those living with disabilities are encouraged to apply. Interested applicant should apply using this link <https://www.wutow.com.na/vacancies/>. Please ensure to include three traceable reference contact. Only short listed will be contacted.