CAREER OPPORTUNITY

JOB TITLE	**Debtors Clerk (Retail)**
DEPARTMENT	**Finance & Admin**
EMPLOYMENT TYPE	**Permanent**

PURPOSE OF THIS POSITION

The debtor's clerk has full responsibility of the record keeping of the company's customers and ensure that those customers pay on time.

JOB TASKS AND RESPONSIBILITIES

Reporting

- Send the daily sales report.
- Daily Cash flow availability of funds
- Analyse the Debtors age analysis and report on debtors out of their credit terms.
- Assisting with the annual audit process via the external auditors.

Opening New Accounts

- Open up new customer accounts upon request.
- Ensure accounts are approved as per the company's policy and procedures.
- Maintain the company's debtor's approval policy and procedures, ensure that best practice is being followed.
- Update customer account if and when needed.

Record Keeping

- Ensure that invoices, credit notes, debit notes, payments and any other ad hoc transaction have been processed within the department's timeline.
- Follow up on any queries or variances and supply the required corresponding information.
- Prepare monthly reconciliation file.
- Prepare monthly Debtors Review Report
- Prepare monthly Damages Report
- Prepare monthly report pertaining to invoicing, credit notes, payments received.
- Ensure that all credit notes and POD are handed over for VP Scanning

Billing

- Ensure that customer statements are sent within the company's timeline.
- Follow up on outstanding customers to ensure that they pay within the agreed terms.
- Maintain record of correspondence with customers

Adhoc

- As and when required

CAREER OPPORTUNITY

EDUCATIONAL REQUIREMENTS
A minimum of 2 year in the debtors department. Minimum: Matriculant Ideal: Tertiary Qualification in a Finance related field and/or 5 years in a debtors department
REQUIREMENTS - EXPERIENCE
• Experience in working with debtors. • A strong personality to collect funds and refuse sales outside of trading terms. • Knowledge of Sage X3 would be beneficial. • Knowledge of the South African FMCG industry would be beneficial. • Analyzing information and using logic to address work related issues and problems. • Conversant with relative legislation regarding Health and Safety requirements. • Must be computer literate. • Good knowledge of environmental requirements. • Exceptional leadership skills. • Computer literacy: Advanced MS Office essential; MS Excel and SAGE beneficial.
APPLICATION FOR THIS POSITION
• Submit your CV to Sharon Winter at swinter@upap.co.za • Proof of qualifications must accompany the application. • Closing date for applications is 30 April 2024.