



CAREER OPPORTUNITY

JOB TITLE	Debtors Clerk
COMPANY	UPP
DEPARTMENT	Finance
PURPOSE OF THIS POSITION	
<p>The debtor's clerk has full responsibility of the record keeping of the company's customers and ensure that those customers pay on time.</p>	
JOB TASKS AND RESPONSIBILITIES	
<p>Reporting</p> <ul style="list-style-type: none"> - Send the daily Debtors factoring report. - Daily Cash flow availability of funds. - Weekly debtors factoring offer and Addendum submissions. - Analyse the Debtors age analysis and report on debtors out of their credit terms. - Assisting with the annual audit process via the external auditors. <p>Opening of New Accounts</p> <ul style="list-style-type: none"> - 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. <p>Record Keeping</p> <ul style="list-style-type: none"> - 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. 	



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- 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 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 by management.

EDUCATIONAL REQUIREMENTS

- A minimum of 5 years in the debtors department
- Minimum: Matriculant
- Ideal: Accounting related qualification

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.
- Knowledge of Retail debtor accounts would be beneficial.
- Analysing 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.



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- Ability to work under pressure and to maintain required standards.
- Willingness to work overtime as and when required.
- The ability to manoeuvre and perform a variety of tasks simultaneously.

APPLICATION FOR THIS POSITION

- Submit your CV to Shamiel Narrandes at snarrandes@upap.co.za
- **Proof of qualifications must accompany the application.**