

<b>JOB TITLE</b>	<b>Debtors Clerk (Retail)</b>
<b>COMPANY</b>	Finance & Admin
<b>DEPARTMENT</b>	Permanent
<b>PURPOSE OF THIS POSITION</b>	
The debtor's clerk has full responsibility for the record keeping of the company's customers and ensuring that those customers pay on time.	
<b>JOB TASKS &amp; RESPONSIBILITIES</b>	
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>- Send the daily sales report</li> <li>- Daily cash flow availability of funds</li> <li>- Analyse the debtors age analysis and report on debtors out of their credit terms.</li> <li>- Assisting with the annual audit process via the external auditors.</li> </ul> <p><b>Opening New Accounts</b></p> <ul style="list-style-type: none"> <li>- Open up new customer accounts upon request.</li> <li>- Ensure accounts are approved as per the company's policy and procedures</li> <li>- Maintain the company's debtor's approval policy and procedures, ensure that best practice is being followed.</li> <li>- Update customer account if and when needed.</li> </ul> <p><b>Billing</b></p> <ul style="list-style-type: none"> <li>- Ensure that customer statements are sent within the company's timeline.</li> <li>- Follow up on outstanding customers to ensure that they pay within the agreed terms.</li> <li>- Maintain record of correspondence with customers</li> </ul> <p><b>Adhoc</b></p> <ul style="list-style-type: none"> <li>- As and when required</li> </ul>	<p><b>Record Keeping</b></p> <ul style="list-style-type: none"> <li>- Ensure that invoices, credit notes, debit notes, payments and any other ad hoc transactions have been processed within the department's timeline.</li> <li>- Follow up on any queries or variances and supply the required corresponding information.</li> <li>- Prepare monthly reconciliation file.</li> <li>- Prepare monthly Debtors Review report</li> <li>- Prepare monthly Damages report</li> <li>- Prepare monthly report pertaining to invoicing, credit notes, payments received.</li> <li>- Ensure that all credit notes and POD are handed over for VP Scanning</li> </ul>
<b>KNOWLEDGE, SKILLS &amp; ABILITIES REQUIRED</b>	
<ul style="list-style-type: none"> <li>- Experience in working with debtors.</li> <li>- A strong personality to collect funds and refuse sales outside of trading terms.</li> <li>- Knowledge of Sage X3 would be beneficial</li> <li>- Knowledge of the South African FMCG industry would be beneficial.</li> <li>- Analyzing information and using logic to address work related issues and problems.</li> </ul>	<ul style="list-style-type: none"> <li>- Conversant with relative legislation regarding Health and Safety requirements.</li> <li>- Must be computer literate.</li> <li>- Good knowledge of environmental requirements.</li> <li>- Exceptional leadership skills.</li> <li>- Computer literacy: Advanced MS Office essential; MS Excel and SAGE beneficial.</li> </ul>
<b>MINIMUM REQUIREMENTS</b>	<b>APPLICATION</b>
<ol style="list-style-type: none"> <li>1. A minimum of 2 year in the debtors department</li> <li>2. Minimum: Matriculant</li> <li>3. Ideal: Tertiary Qualification in a Finance-related field and/or 5 years in a debtors department</li> </ol>	<ul style="list-style-type: none"> <li>- Submit your CV to Shamiel Narrandes at <a href="mailto:snarrandes@upap.co.za">snarrandes@upap.co.za</a></li> <li>- <b>Proof of qualifications must accompany the application.</b></li> </ul>