

Accounts Clerk and administration

Job description

Must reside in Cape Town.

THE RESPONSIBILITIES INCLUDE

Reconciling of weekly statements.

Allocation of direct payments received and balancing to daily banking.

Customer invoicing

Liaising with retailers and customers to resolve queries and claims.

Follow up of unpaid / overdue accounts.

Processing of direct invoices and credit notes.

Daily Balancing of transactions.

Preparing and submitting data for payments transmission to bank and reconciling afterwards.

Performing any adhoc financial tasks

There will be overlapping of Debtors Clerk duties some days to fill in.

THE PERSON MUST SATISFY THE FOLLOWING COMPETENCIES

Matric Certificate (with Accounting as a subject)

Minimum 2 to 3 years' experience in a similar role

Sound interpersonal and communication (telephone and writing) skills

Attention to detail

Advanced computer skills, especially MS Excel and MS Word

Knowledge of working on xero accounting software (advantage)

Desired Skills / Competencies:

attention to detail

operate effectively in a team environment

Advanced computer skills

Sound interpersonal and communication

work well under pressure

weekly statements

allocation of direct payments

Liaising with customers

Processing of direct invoices

Credit notes

Daily Balancing of transactions

Preparing and submitting data for payments transmission

The ability to pay high attention to detail

The ability to work independently is essential

Ability to work under pressure;

Strong analytical skills;

Ability to deal effectively with individuals at all levels;

Cape Town

9th Floor / 47 Strand Street / Cape Town /
8001

Tel: +27 (0)21 424 6717

Johannesburg

2nd Floor – Gravit8 & dhk / 21 Cradock
Street / Cradock Heights/Rosebank/2196

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Gravit8 Information Technology (PTY) LTD
Reg: 2003/028053/07 / VAT: 4310213774
Directors: J. Das & G.M Fouché



Up to date with accounting standards

Education:

- Certificate (Required)

Experience:

- Bookkeeping/Debtors: 3 years (Required)
- Administrative office procedures, practices and equipment: 3 years (Required)

Location:

- Cape Town, Western Cape (Required)

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