

JOB TITLE	Finance Graduate
COMPANY	Universal Paper and Plastics
DEPARTMENT	Finance
PURPOSE OF THIS POSITION	
The finance graduate has full responsibility for the record keeping of the company's expenditure records.	
JOB TASKS & RESPONSIBILITIES	
<p>Creditors Processing</p> <ul style="list-style-type: none"> - Receive and process all supplier delivery notes, invoices, credit notes and statements. - Request and process any outstanding documents and resolve any inconsistencies or queries. - Create purchase returns and credit notes/memos when applicable. - Creditors reconciliation for payment - Create payment entries on Sage for all EFT payments made by matching them with invoices on open items. - Complete credit applications <p>Creditors (Logistics)</p> <ul style="list-style-type: none"> - Review all invoices and proof of deliveries received for credit from transporters via e-mail (Copy POD's) or direct delivery (Original POD's). - Pass credit on all returns/short deliveries and price variance claims for all regional and our warehouse deliveries, except for Value Logistics' deliveries. - Post all credit notes 	<p>Training Needs</p> <ul style="list-style-type: none"> - Cashbook – Processing and reconciliation - VAT Reconciliation - Journals - Fixed assets - Extract monthly fixed assets including new purchases from General Ledger and capture on applicable Fixed Asset Register spreadsheet. - Calculate the monthly depreciation to obtain updated and monthly fixed assets values for the Company - Assist with year-end audit <p>Ad Hoc</p> <ul style="list-style-type: none"> - Complete forms requested by various institutions - Review and suggest changes where needed to internal controls - Backup to Trainee Accountant - Perform ad hoc tasks as requested by management. - Reception
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> - Computer Literacy is vital for the successful execution of duties. - Must have the ability to resolve conflict/problems in an amicable manner. - Must be reliable in terms of honesty and trustworthiness. - Ability to take full responsibility as per scope of work. - Must be a systematic person with strong analytical abilities. - Must be a diligent person with a high regard for mutual respect. 	<ul style="list-style-type: none"> - Must be a highly goal orientated and conscientious individual who takes pride in his work. - Willing to be on standby and work extra time as and when required. - Must have good communication skills and be proficient in English. - Must be able to respect and uphold the company's interests and objectives. - Knowledge on how to implement internal control procedures and manage the current procedures.
MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> 1. No work experience required 2. Minimum: A finance related qualification 3. Beneficial: BCom degree (preferably Finance related). 	<ul style="list-style-type: none"> - Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application.