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| JOB TITLE | Junior Debtors Clerk |
| COMPANY | Universal Paper and Plastics |
| DEPARTMENT | Finance |
| PURPOSE OF THIS POSITION | |
| <p>The Jnr debtor's clerk has full responsibility for the record keeping of the company's customers and for ensuring that those customers pay on time.</p> | |
| JOB TASKS & RESPONSIBILITIES | |
| <p>Reporting</p> <ul style="list-style-type: none"> - 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 new COD and industrial 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>Billing</p> <ul style="list-style-type: none"> - 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. | <p>Credit note processing</p> <ul style="list-style-type: none"> - Process Credit notes, Claims and Post all transaction entries on SAGE. - Follow up on debriefs from SCM and process accordingly. - Assist Debtors retail with credit note processing <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. - Prepare monthly Debtors Review Report - Prepare monthly report pertaining to invoicing, credit notes, payments received. - Ensure that all credit notes are handed in for scanning. |
| KNOWLEDGE AND SKILLS REQUIRED | |
| <ol style="list-style-type: none"> 1. Experience in working with debtors. 2. A strong personality to collect funds and refuse sales outside of trading terms. 3. Knowledge of Sage X3 would be beneficial. 4. Knowledge of the South African FMCG industry would be beneficial. 5. Analysing information and using logic to address work related issues and problems. 6. Must be computer literate. 7. Good knowledge of environmental requirements. 8. Computer literacy: Advanced MS Office essential; MS Project and SAGE beneficial. | |
| MINIMUM REQUIREMENTS | APPLICATION |
| <ul style="list-style-type: none"> - Minimum: Matriculant - A minimum of 1 year in the debtors department - Ideal: Certificate in any finance related courses will be advantageous. | <ul style="list-style-type: none"> - Submit your CV to Shamiel Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application. |