



VACANCY

REFERENCE NR	:	FO_AR_MP_2018
JOB TITLE	:	Finance Officer: Debt Control & Accounts Receivable
JOB LEVEL	:	C4
SALARY	:	R 304 836 - R 508 060
REPORT TO	:	Consultant: Finance
DIVISION	:	Finance
DEPT	:	FIN: Financial Accounting
LOCATION	:	SITA Nelspruit
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To ensure the timeous collection of outstanding debt and to resolve all customer-related queries in this regard.

Key Responsibility Areas

To accurately and timeously allocate payments and report thereon;

To attend to and address customer requests, queries and disputes;

To implement policies and procedures for the environment and to ensure compliance thereof;

To administer customer records and work authorisations;

To follow up on outstanding debt to ensure that it is collected timeously;

To escalate outstanding debt to improve the collectability of debt;

To process debt write off and debt impairment to ensure that the debtors book is collectable;

To provide an effective service in respect of debt and cash flow management; and

To provide input into the reporting process to ensure that stakeholders have complete, accurate and timely information for decision making purposes.

Qualifications and Experience

Minimum: 3 year Diploma / Degree in Finance, Accounting or a relevant discipline.

Experience: 2 – 3 years relevant finance or accounting experience.

Technical Competencies Description

Knowledge of: Generally Recognised Accounting Practice (GRAP); Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision; and knowledge of Customer Services.

Skills: Analytical; Meticulous; Good communication skills; Customer Service; Problem solving; Writing skills; Conflict handling; Influencing; Listening; Questioning; Initiatives; Integrity; Change management; Judgement; Numerical intellect; Interpersonal skills; Assertiveness; Microsoft Office; Process Improvement; Decision making; and Risk Identification.

Other Special Requirements

Preference will be given to candidate based in Mpumalanga Province

How to apply

Kindly send your CV to Sophia.recruitment@sita.co.za

Closing Date: 23 November 2018

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- **CV`s from Recruitment Agencies will not be considered.**