

Cashbook and Accounts Receivable Clerk

Applications are invited from suitably qualified candidates for the permanent position of the **Cashbook and Accounts Receivable Clerk** in the Operations and Finance Department. The closing date for applications is **Thursday, 26 January 2017**.

Please submit your applications to the Human Resources Department (careers@sarugby.co.za). Your application should be accompanied by your CV.

SA Rugby is an equal opportunity employer.

Job Description

1. Job Particulars:	
Job Title: Cashbook and Accounts Receivable Clerk	Department: Operations and Finance
Direct Reports: None	Travel Required: No
Reports to: Senior Accountant	Job Grade: B4
2. Purpose of Job:	
To ensure efficient and effective processing of Cashbook, Accounts Receivable data and collection of customer debt according to the finance policies and procedures within finance department.	
3. Key Results/ Accountabilities expected from job	
<u>Cashbook</u> <ul style="list-style-type: none">• Ensure accurate and complete processing of Cashbook data; and• Perform accurate reconciliation within timelines. <u>Accounts Receivable</u> <ul style="list-style-type: none">• Authenticate the data received for customer billing and ensure all information is accurate;• Account for VAT accurately;• Process invoices relating to travel expenditure accurately and timeously considering the volumes;• Ensure timeous invoicing of sponsorship, broadcasting and all other customers;• Ensure timeous collection of customer debts;• Perform accurate reconciliations, relating to AR Control, within timelines; and• Perform month-end procedures and ensure reports are balancing before closing off the period.	
4. Experience & Expertise (Typical educational qualifications & experience)	

Educational background

- Matric or Grade 12
- Bookkeeping or Financial Accounting certificate – Desirable

Experience (years and nature)

- Minimum of 2 years of cashbook and debtors' experience with complex and big accounts

5. Critical Competencies**Competencies**

- Knowledge & Experience of Cashbook and Accounts Receivable Modules
- Business Acumen
- Analytical Skills
- Communication Skills
- Accounting Package processing (Cashbook & Accounts Receivable Modules)
- Deadline driven
- Attention to detail
- Problem Solving Skills
- Ability to work under minimum supervision
- Ability to work under pressure
- Accuracy