

## VACANCY

### **ACCOUNTS RECEIVABLES SPECIALIST HIRT & CARTER – DURBAN**

#### **CORE PURPOSE OF THE JOB:**

Manage the accounts receivables portfolio that has been assigned, for a period of time by maximising cash flow, minimising risk and ensuring that the business processes and reporting is 100% in accordance with the group accounts receivables policy and checklists of the company.

#### **KEY PERFORMANCE AREAS:**

- Ensure that the actual collection of cash is as per the cashflow projection and the accounts receivables days are improved on year on year
- Ensure that queries are dealt with in a timeous and effective manner
- Providing accurate and timeous feedback in terms of required reports which are listed on the checklists
- Report any non-compliance to the necessary level of management for investigation
- Maintain files, information on SAGE, shared drives and documentation accurately, ensuring they are clearly marked and easily retrievable

#### **QUALIFICATIONS / EXPERIENCE:**

- Matric + accounting certificate/ diploma and credit management 3 qualification
- Minimum of 3 years' experience in a accounts receivables profession
- Experience with Sage, Optimus and Prism

#### **BEHAVIOURS & ATTRIBUTES:**

- Attention to detail
- Work in a team environment.
- Communication skills.
- Reliable, 'Can do' attitude.
- Good relationship-building skills

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)  
**Closing date for applications is Thursday 20<sup>th</sup> September 2018**

