

## VACANCY

### **ACCOUNTS RECEIVABLES AND PAYABLES ADMINISTRATOR HIRT & CARTER – DURBAN**

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

Manage the day to day administrative requirements for accounts receivables and payables ensuring that all business and administrative processes are 100% in accordance with the group receivables and payables policies.

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

- Minimise Risk by obtaining completed original trade agreements/credit limit increase requests with references, bank codes and Experian reports on all new/existing trade debtors/creditors
- Ensure that all master data for accounts receivables and payables is maintained accurately and that any change to master data is documented on great plains and authorised by the FAM
- Provide proof of statements/remittance advices being sent to all customers and suppliers, distributing and following up to ensure that all queries that are received via the debtors and creditors emails boxes are addressed timely
- Providing accurate and timeous feedback in terms of required reports
- Report any non-compliance to the necessary level of management for investigation
- Maintain files, information and documentation accurately ensuring they are clearly marked and easily retrievable

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

- Matric + credit management 3 qualification
- Minimum of 3 years' experience in a accounts receivables profession
- Experience with Navision

#### **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**