



INTERNAL/EXTERNAL ADVERT
ACCOUNTS CLERK REVENUE
PATTERSON JOB GRADE B3: (Ref No: ACCLERK 112021)
All-inclusive package – R 208 592 CTC PER ANNUM

Applications are invited from suitably qualified individuals for the ACCOUNTS CLERK (Revenue) position that has become available in the Finance Division.

Minimum Requirement & Job Competences:

- Matric/Grade 12 with Mathematics or Accounting;
- A degree or Diploma in Accounting or equivalent;
- 2-3 years solid experience in account receivables and revenue management;
- Computer Literacy;
- ACCPAC or similar accounting packages;
- Knowledge of PFMA, PPPFA, Treasury Regulations, GRAP, KZN Sharks Board Act, SCM Framework and policy;
- Build and maintain rapport with clients;
- Interpersonal skills – teamwork, assertiveness, resilience, tact and discretion.
- Above Average numerical skills.

Main Duties (this is a brief summary and does not include all responsibilities assigned to the position):

- Accuracy and timeous invoicing of debtors;
- Timeous and accurate raising of revenue;
- Timeous collection of payments ;
- Timeous banking of Board funds;
- Proper administration of petty cash
- Liaise with clients in respect of invoice queries;
- Reconciliation of GL accounts ;
- Processing of all accounts receivable batches;
- Cash Book – prepare batches in respect of receipts ;
- Office Administration including among other things, filing and periodic reporting.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: revclerk@shark.co.za Please Quote Ref. No, **ACCLERK 112021** in your correspondence.

Closing Date: 17 December 2021

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”