



Financial Assistant

Minimum Requirements:

- Matric / Grade 12 or relevant equivalent NQF Level 4 qualification
- 5 Years or more Financial assistance experience
- Excellent written and oral communication
- Pastel Partner & Evolution
- Fast learner with attention to detail
- Willingness to jump in and assist
- Excellent computer expertise especially in Word, Excel, and Outlook
- Own transport
- Full debtors and creditor's function

Duties and Responsibilities:

- Financial and business administration duties
- Full reconciliation of debtors and creditors
- Monitor overdue debtors and collections on arrears
- Age Analysis
- Daily and month end debtor invoicing
- Debtor account queries via email and telephone
- Email invoices and statements according to agreed deadlines
- Client relations
- Opening of debtor accounts from completed agreements
- Support month end and year end
- Daily entering of key data of financial transactions in database
- Work under pressure
- Ad hoc debtor and creditor related duties
- Provide clients with usage reports on internal system
- Upload invoices to client procurement systems for payment
- Cancellation of debtors

- Update new contact information on existing debtors
- Month end reports to CFO
- Assets and depreciation journals
- Loading of pay as you go credits and recon weekly
- Debtor Credit Notes and update register
- Maintenance of internal controls and compliance with Company policies
- Load debit orders on Netcash
- Ad hoc assistance to Financial Manager and CFO
- Process Creditor invoices and pay invoices as per the Company policies
- Petty Cash
- This role will develop in terms of responsibilities handed over from the Finance Manager

If you feel you meet the requirements and would like to apply, please take note of the following:

Please send a letter of application, your most recent CV, and a copy of your last payslip if applicable to vacancy@cpbonline.co.za.

Should you not hear anything from us within two weeks of submitting our CV, please accept your application as unsuccessful.

THE DATA PARTNER OF CHOICE

Bureau Place, Turnberry Office Park, 48 Grosvenor Road, Bryanston, 2021
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