

JOB TITLE – ACCOUNTANT

Position reports to : Finance Manager
Direct Reports :
Office Location : Adapt IT Durban Campus

PURPOSE OF THE POSITION

The job entails full responsibility for the full billing and debtors' function, as well as the collection of the company's debtors

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Complete Debtors reconciliations and following up on weekly/monthly payments
- Prepare monthly reports, including Debtors age analysis
- Create and distribute invoices and credit notes to clients timeously
- Arrange payment terms with customers
- Prepare for and assist with the company's annual audit
- Responsible for the full Debtors function
- Improve processing efficiencies, drive system improvements and automation
- Ensure compliance with internal controls
- Keep record of the accounts of the business' clients
- Provide weekly status updates to management
- Liaise with customers regarding billing requirements and outstanding invoices
- Improve collection totals and receivables
- Managing on hold accounts
- Negotiate with Debtors to achieve agreed payment terms on arrears accounts

DESIRED SKILLS, EXPERIENCE AND QUALITIES:

Education & Qualification

- Matric
- National Diploma in Accounting
- Knowledge of SAGE X3 or similar accounting packages
- 4 to 6 years' experience in accounts receivable
- A detailed knowledge of accounting procedures, computerized accounting principles of internal control, and VAT is essential
- Demonstrated ability to maintain effective communication between departments, different staff levels and different countries
- High proficiency in Microsoft Office, excel
- High level of numeric skills

Relevant Skills, Knowledge & Experience

- Excellent communication: good interpersonal and communication skills and able to communicate clearly.
- Excellent administrative skills: Be able to work with a high level of accuracy.
- Be able to work under pressure: Deadlines are very tight, accurate reporting is a must.
- Customer focus: Respond and deal effectively with customers.
- Teamwork: Must be able to work as part of a team. Must be able to work reliably and responsibly with internal and external colleagues.
- Results driven
- Self-driven
- Assertive nature
- Logical thinker
- High levels of initiative
- Work independently, with a high degree of responsibility
- Must be able to handle large accounts, be hardworking, reliable and have excellent organisational skills.

Driving Value

- *Actively seeking and implementing opportunities to maximize value in any aspect of the business.*
- Setting a culture of continuously striving for better performance
- Challenging the current state in order to seek real improvements

Leading People

- *Motivating and developing people to deliver superior results in a responsible manner*
- Building and maintaining effective culture
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

Leading Self

- *Taking responsibility and accountability for own behaviour, performance and development*
- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required

Contact Person: Jeanel Lenders
--

Adapt IT Manufacturing
ACCOUNTANT- DEBTORS – JOB PROFILE



[Apply Here:](#)

Vacancy Status: [Open](#)

