



POSITION DESCRIPTION

Job Title: Senior Accounts Receivable

Department: Finance

Location: Head Office

Reports to: Accountant

ROLE OBJECTIVES

Responsible for all areas of accounts receivable and credit control. Providing other accounting and administration assistance to the Finance and Administration Team when required. As this is an autonomous role, there will be high levels of communication to the wider team and external clients.

KEY RESPONSIBILITY: Accounts Receivable

DUTIES

- Manage all areas of accounts receivable including but not limited to ensuring invoicing and charge-outs are processed in a timely manner, new suppliers are set-up in accordance with company policy.
- Responsible for preparing regular reporting and analysis of aged debtors. Ensuring that credit control procedures are followed for overdue debtors.
- Reconciliation of debtor's statements.
- Co-ordinate and perform regular stock takes and general ledger reconciliations.
- Communicate effectively and professionally with all internal and external parties in regards to debtor queries.
- Assist in other finance and administration areas as required including projects, covering peak periods and sick/holiday leave, and provide general administration support.
- Actively involved in ensuring that best practice is followed and internal controls are adhered too.
- Daily bank reconciliations.

KEY MEASURABLES

- Work is prioritised according to importance, and completed accurately and on time
- Active contribution to positive team environment and morale
- Work is completed according to Seeka best practice policy and procedures

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Advanced.
- Software/Technology: Previous experience using accounting software i.e. Greentree and other computer based technology either in Seeka specific programmes or using a similar software platform
- Numeracy: Experience working with and a good understanding of financial information
- Qualification: Post-secondary relevant qualifications is an advantage.
- Role specific knowledge: 5 + years in a similar role with specific experience in invoice processing, reconciliation and data processing skills
- Industry knowledge is an advantage but not a mandatory requirement

PERSONAL ATTRIBUTES

- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public).
- Team player: Able to work effectively with others to achieve an optimal outcome. Able to interpret the feelings, unspoken concerns, desires, strengths and weaknesses of others.
- Confidential Nature: Aware of sensitivities of particular information and is able to remain professional and confidential in all situations
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited