

The following position is available at **EMBURY Pretoria Montana Campus**

Assistant /Junior Accountant

Embury Institute for Higher Education is looking to grow its finance team to meet the growing finance demands of the company.

The successful applicants will report directly to the **Financial Accountant**.

Roles and responsibilities

- ✓ Communication with customers (students, corporate clients) and other stakeholders within the organisation.
- ✓ Preparation and processing of invoices and accounts receivable statements for student and corporate clients.
- ✓ Analysis and reporting on key accounts receivable metrics to campus and head office leadership.
- ✓ Collection from overdue customers (students, corporate clients) including directly contacting customers with outstanding accounts and maintenance of all correspondence.
- ✓ Maintenance of debit order collection mandate, including variations during the year
- ✓ Daily processing of bank statements, including allocation of customer payments to customer accounts and creditor payments to supplier.
- ✓ Daily, weekly and monthly bank reconciliations.
- ✓ Daily responsibility for all petty cash functions, including processing transactions, daily cash count and petty cash reconciliations as well as banking of surplus petty cash.
- ✓ Weekly and monthly review and reconciliation of intercompany and interbranch loan accounts, including liaising with counterparties and processing outstanding transactions.
- ✓ Any other reasonable action which may be required to support campus management from time to time as needed

Job requirements

- ✓ 2-3 years working experience as a debtor's clerk, inclusive of debt collection
- ✓ solid understanding of basic accounting principles
- ✓ high degree of accuracy and attention to detail
- ✓ experience in operating/compiling spreadsheets, data analysis and report writing and
- ✓ experience in the use of Evolution accounting software (preferred not required)

Required skills and behaviours

- ✓ 2-3 years working experience as a debtor's clerk, inclusive of debt collection
- ✓ capable of handling work pressure and meeting deadlines
- ✓ accurate and meticulous
- ✓ committed to producing quality work.
- ✓ proven ability to identify issues and initiate corrective action
- ✓ problem solving skills
- ✓ sound verbal and written communication skills
- ✓ able to work within a team with a strong personality



Interested applicants are to e-mail a letter of application together with a CV of no more than 3 pages to
hr@embury.ac.za

NO TELEPHONIC ENQUIRIES will be entertained.

Only short-listed candidates will be contacted.

Embury reserves the right to not fill this position.

Closing Date: 22 March 2019