



**SOUTH AFRICAN TOURISM**

## **ACCOUNTS RECEIVABLE OFFICER x2**

**Fixed Term Contract (12 months)**

An exciting and challenging opportunity for an aspiring Accounts Receivable Officer with outstanding academic achievements exist within the Financial Management Business Unit at the South African Tourism's Head office in Sandton.

### **PURPOSE OF THE JOB**

To provide timeous and accurate recording of the organisations expenditures ensuring vendors/suppliers are paid on time in an accurate and efficient manner consistent with the overall guidelines and regulations.

### **KEY OUTPUTS**

#### **Deposits Allocation**

- Allocate Captured deposits made on the bank statement against the relevant debtor invoice.
- Ensure that all deposits appearing on the bank statement have been captured and have been accounted.
- Apply such receipts on the accounting system

#### **Accounts Receivable**

- Raise invoices in line with agreements.
- Prepare and deliver invoices to debtors
- Ensure that all issued invoices are kept.
- Handling all debtor inquiries including debtor mailbox.
- Manage debtor book of over six thousand (6000) debtors including credit control.
- Prepare accounts receivable and other receivable accounts reconciliations.

#### **Oracle generated transactions**

- Check the accuracy of QIT/ ORACLE integration.

#### **Finance team active member**

- Operate within delegated authorisations.
- Adhere at all times to the values of the SAT.
- Prepare monthly age-analysis reports and follow up on long outstanding balances.
- Notify Financial Accountant on potential doubtful debts.
- Participate in relevant team meetings as required
- Support the implementation of all management decisions.
- Engage with line management and other business unit team members



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## **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Accounting.
- Minimum of 3 years' experience in an accounts receivable environment is essential.
- Strong proficiency in Microsoft Excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity.

## **KNOWLEDGE AND UNDERSTANDING OF:**

- Relevant legislation and regulatory requirements including PFMA and Treasury Regulations
- Accounting for accounts receivable transactions
- ERP Financial system: ORACLE

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Please send your detailed CV to : [finance@southafrica.net](mailto:finance@southafrica.net)

Closing date : **26 February 2024**

**No late applications will be accepted.**

Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.