

JOB DESCRIPTION

JOB TITLE	Debtors Clerk
ROLE MISSION	The main purpose of the Debtors Clerk post is to support the Finance Officer to provide core administrative support to the finance function of SABFS. The post reports directly to the Finance Officer and is part of a finance team that includes a Finance Administrator, Creditors Clerk, Financial Accountant, Administration Assistant and at a strategic & management level, the General Manager: Corporate & Financial Services.
ORGANISATIONAL STRUCTURE REPORT TO DIRECT REPORTS NUMBER OF REPORT	Finance Officer
REQUIRED MINIMUM QUALIFICATION / EXPERIENCE	Grade 12 and 1 year Certificate/post matric development program, sufficient experience to provide the administrative support required
JOB GRADING LEVEL	B3
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> • Ability to maintain confidentiality and exercise extreme discretion • Analytical and problem solving skills • Decision making skills • Effective verbal and listening communications skills • Effective written communications skills • Ability to communicate effectively • Computer skills including the ability to operate computerised

	accounting, spreadsheet and word-processing programs at a highly proficient level <ul style="list-style-type: none"> • Stress management skills • Time management skills
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KEY PERFORMANCE AREAS

NO.	KEY PERFORMANCE AREAS (MAJOR ACTIVITIES / RESPONSIBILITIES)	INPUT (METHODS USED)	OUTPUT (EXPECTED RESULTS)
1.	Responsible for Debtors Clerk	<ul style="list-style-type: none"> • Monitor and validate all invoices • Prepare a debtor report and submit to Finance Officer on a monthly basis • Hand over completed documentation for approval and authorisation 	
2.	Petty Cash	<ul style="list-style-type: none"> • Receiving petty cash vouchers • Reconciling petty cash vouchers 	
3.	Legal Obligations Phase 1 and 2	<ul style="list-style-type: none"> • Monitor and validate all legal obligation forms • Verify Forms 16 and Form 7 calculations are correct prior to invoicing 	
4.	Fines and penalties	<ul style="list-style-type: none"> • Invoice fines as per schedule • Legal obligation fines for late submissions / non-compliance 	
5.	Administration	<ul style="list-style-type: none"> • Faxing correspondence to Sheriffs • Maintain and archive financial records and files • Submit reports to Finance Officer as required • Establish and maintain cash controls • Monitor petty cash reserves and reconcile; 	

		<ul style="list-style-type: none"> • Ensure transactions are properly recorded and entered into the computerised accounting system; • Maintain the computerised accounting system and financial files and records; • Maintain the accounts receivable systems in order to ensure complete and accurate records of all funds. 	
ROLE DEFINITION		SIGNATURES	
AGREED BY INCUMBENT :			
AGREED BY MANAGER:			
DATE:			