

## Debtors Clerk

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit talented, qualified and enthusiastic team players, who are able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment.

Situated in our Finance department of the CTICC, reporting into the Credit Controller your main focus will be to ensure that debts are collected in good time.

- Ensure compliance to procedures and the provisions of the Municipal Finance Management Act as you deliver on the following key responsibilities:
- Reconciliation of debtor's subsidiary ledger accounts, age analysis and control accounts
- Collate all inputs for invoicing, coding and processing
- Prepare debtors reports; monitoring and following up of deposit payments
- Ensure clients receive invoices timeously and reconcile daily cash receipts
- Liaise with Event Executives within the CTICC and assist Credit Controller with ad hoc duties

### **Requirements, skills and knowledge:**

- Qualified with a Matric and Accounting or Bookkeeping Diploma, you must have 2 years' proven track record in Electronic Business Management System or any other accounting package, together with:
- Good computer literacy and 2- 3 years' solid debtors' clerk experience.
- An excellent aptitude for figures with good accuracy, attention to detail and the ability to meet stringent deadlines.
- Excellent communication skills with ability to respond to special requests professionally and timeously.
- Comply with company standards and possess a good credit record.

If you are well-organized and disciplined; not afraid to take ownership of the aforementioned responsibilities, then contact us now.

Strategy Recruitment Marketing has been retained to manage responses. To apply, please visit the careers page at url link <https://www.strategy-rm.co.za/cticc/> and follow the instructions.

### **Closing date: 18 September 2017**

The CTICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI's)

