



# GRAIN SA

Grain SA is a major role player in the grain industry in South Africa and offers industry strategic services to grain producers and other role players. The organization would like to appoint a suitable, qualified person in the following position:

## DEBTORS AND ADMIN CLERK (Pretoria)

The key performance areas of the position include, but is not limited to:

**Debtor Administration:** Maintenance of debtor's data base; issue invoices and credit notes; monthly liaising with various departments; printing and checking control lists; follow up on outstanding amounts and report problems to relevant Head of Department according to policy. Debtors administration will relate to Grain SA specific, Phahama Grain Phakama and all external projects.

**SA Grain Magazine:** Reconcile invoices with information from advertisement recruiter, calculation of commission.

**Order Administration:** Issue orders according to policy; pass orders on to Creditors Clerk.

**Stationery Administration:** Request quotations and place orders; control deliveries of orders; pricing of new stationery stock; record keeping of stationery booked out to users.

**Administrative Support:** Typing, printing, photocopies, scanning, emails, general and secretarial support to the Manager: Financial Services. Data and sim card administration; vendor applications forms, and ad hoc duties as and when required. IT administration support.

**Petty Cash:** Safe keeping of cash on hand and the petty cash card; Receiving and checking petty cash vouchers; compiling and keeping up to date petty cash reconciliation; Ensuring that sufficient petty cash is on hand for the efficient running of the business.

**Inter-departmental Support:** Support to the Finance team as and when required

**Funding register and working papers:** To keep a register for the financial year of all projects to be invoiced and when to invoice. The register should include the dates of when applications must be made and when reporting is due to funders. Detailed working paper for project invoices (per line item, with the necessary codes, in line with approved funding letters and in line with the invoicing guidelines included in the approval letters. To remind the accountants in time to provide financial figures for all applications and reports.

Various other duties are included and are available on request

**Job Grade:** Peromnes 11

### Minimum Requirements for the Post:

- Grade 12 with accounting as subject and a minimum of 2-year appropriate experience or Grade 12 with 3 years appropriate experience
- Computer literate in all MS Office programmes on intermediate level
- Typing and accounting skills
- Fully bilingual in English and Afrikaans (written and spoken language)
- Microsoft Dynamics NAV
- Driver's License

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and references not later than 17 December 2021 for attention: [coretha@grainsa.co.za](mailto:coretha@grainsa.co.za)

**All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of application, please consider your application as unsuccessful.**

**Remuneration:** The organization will offer a competitive salary which can be structured to include a 13th cheque, pension fund and medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.