



CTC

Skills | Technology | Enterprise

COLLIERY TRAINING COLLEGE (PTY) LTD

VACANCY DEBTORS CLERK INTERNAL AND EXTERNAL

INTERNAL AND EXTERNAL

CTC has a permanent position available in the Administration Department and invites suitably qualified individuals to apply.

The successful candidate must have the right to work in this country and must meet the following requirements:

- Grade 12.
- Qualification in accounting, finance-related field.
- Minimum of 2 years of experience in a similar role.
- Proficiency in MS Office, especially Excel.
- Knowledge of Pastel accounting software will be advantageous.
- Able to work under pressure.
- Attention to detail and good communication skills.
- General office administration skills.
- Time management skills.

The incumbent will be responsible for, and must be able to:

- Manage accounts receivable.
- Effectively and efficiently investigate and resolve customer claims and queries.
- Timeous processing of invoices and credit notes in compliance with financial policies and procedures.
- Accounts for petty cash payments.
- Filing and archiving.
- Follow up on outstanding debts.
- Any other administrative duties that may be delegated to the incumbent from time to time.
- Prepare monthly debtor reports.

The company offers:

- Competitive remuneration.
- Relevant training and development.

W/16Aug24/CTC Debtors clerk/SV

Please send a CV by email to: recruitment@ctctraining.co.za

REF: HR009/24

(Please note that CVs greater than 10MB will be rejected by the server)

Closing date: 30th August 2024

Should applicants not hear from us by 13 September 2024, please regard the application as unsuccessful.

The appointment of a candidate is at CTC's sole discretion, taking into account factors which CTC considers relevant, including but not limited to CTC's Employment Equity Policy.

POPIA disclaimer:

By sending your CV to the email address on this advertisement, you agree to:

- The processing of your personal information and sharing it with third parties for verification.
 - The exercising of your rights provided for by POPIA.
- To acknowledge that CTC will keep the record of your personal information confidential.