

ELGIN
FREE RANGE
CHICKENS

EST. 1997

FREE RANGE IS A LIFESTYLE
NOT A LABEL



Vacancy

Finance Clerk

The successful candidate will report to the Bookkeeper.

Key Areas of Responsibilities:

Will include the following but not be limited to assisting in the following:

Creditors:

- Capturing of supplier invoices on Pastel Evolution
- Creating of new suppliers & updating details of existing suppliers
- Following up on supplier queries.
- Prepare and reconcile supplier invoices & statements for daily, weekly & monthly payments

Debtors:

- Reconciliation of customer accounts daily, weekly & monthly
- Following up on customer queries, claims, credit notes & remittances

Financial:

- Month End Procedures under senior's direction.

General:

- Daily, weekly & monthly filing and accurate record keeping
- Assisting with the day-to-day efficient operation of the Finance department
- General administration and clerical duties

Requirements:

- Minimum Grade 12
- 2-3 years' experience in similar position
- Proficiency in Microsoft Excel essential
- Experience in Pastel Evolution an advantage
- Analytical ability, accuracy and attention to detail
- Ability to work under pressure and meet deadlines
- Team player & self-motivated
- Excellent communication skills
- Well organized and enjoys administration
- Disciplined, honest and reliable.

The position is available immediately and an attractive market related salary package will be offered. Please forward your CV to mdpa@freerangechickens.co.za on or before 16 November 2020.