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Genuine Connection Promotions (Pty) Ltd, a clothing manufacturing company situated in Paarl, Western Cape, has a vacancy for a **FINANCE CLERK**.

The purpose of this job is to compile and maintain supplier and customer records of business transactions in such a manner to ensure accurate financial records are compiled, supplier accounts paid, and customer payments collected. This includes the collection of finances; ensuring the resolution of account queries; raising sales invoices and issuing credit notes as well as weekly wages.

Knowledge & Experience Required

- Matric, preferably with accounting as subject (or equivalent)
- National Diploma in Bookkeeping or equivalent, accounting essential
- Sage X3 Accounting experience advantageous
- Microsoft Office experience essential
- Minimum 2 – 3 years' experience in similar positions

Skills required

- Must be able to do account reconciliations and collections
- Must be able to build and maintain close relationships with customers to ensure smooth running of accounts and encourage timely recovery of payments.
- Must be able to work on Sage and apply basic financial bookkeeping principles of debtors and creditors

Key Outputs

- Process and administrate all supplier transactions on Sage or other computer applications
- Process and administrate all customer transactions on Sage or other computer applications (e.g., invoicing and journals)
- Timely and effective collection of all debts and customer payments, including debtor reconciliations
- Issue receipts and statements
- Maintain contact with clients to ensure invoices are clear for payment
- Resolve queries both internally and externally around outstanding invoices or supplier queries
- Post and allocate daily receipts to Sage
- Provide accounts information for internal reporting
- Complete credit applications and monitor credit terms
- Prepare and run weekly wages on financial system
- Prepare supplier reconciliations and ensure all payments due to supplier accounts are paid on time
- Cross training of other financial functions to provide a continued financial admin service in all areas of the business (e.g., stocking taking)

Those interested to join a dynamic work team should submit their CV's to: hr@gencon.co.za