

ZAMBEZI QUEEN

LUXURY AFRICAN RIVER SAFARI

Temporary Junior Debtors Clerk

The Zambezi Queen Collection situated in Westlake, Tokai are looking to fill a **temporary** Junior Debtors clerk position for a **3 month placement**.

Basic debtors function.

Key requirements (do not apply unless you fulfill these criteria)

Qualification or training in finance / accounting
and / or
Debtors experience

Duties and responsibilities

Include but are not limited to.

Duties and responsibilities (amongst others)

- Preparing and sending invoices
- Preparing and sending statements
- Reconciling invoices against statements
- Allocation of receipts from bank statements
- Monitoring and maintaining Debtor Age Analysis
- Debt Collecting Function
- Debtor follow ups and queries
- Assisting with queries daily
- Assisting Accountant daily
- Data Capturing
- Solving invoice discrepancies
- Extracting monthly reports and other general reports

Email a brief CV to donovan@gilt-edge.com