



# EXTERNAL VACANCY

<b>Job title</b>	<b>JNR ACCOUNTS CLERK</b>
<b>Job grade</b>	<b>B-</b>
<b>Department</b>	Accounts
<b>Location</b>	24 Mail Street, Western Province Park, Epping – Cape Town
<b>Job's vision / Goal</b>	<b><i>All functions relating to accounts &amp; admin to be done efficiently and accurately</i></b>
<b>Salary Band</b>	<i>R13800 – R14200</i>

<b>Reports to</b>	Supervisor / Manager
<b>Subordinates</b>	None
<b>Liaises with</b>	All staff

<b>Brief description or profile of the job</b>	<b><i>Ensuring that all accounts &amp; admin functions are done accurately, efficiently and in a timeously manner.</i></b>
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<b>Tasks to perform and tasks responsible for</b>	<i>Cashing up and closing the till on daily basis</i>
	<i>Reconciliation of accounts and allocation of payments</i>
	<i>Till reconciliation, petty cash &amp; banking</i>
	<i>Creditor's function</i>
	<i>Maintain accurate records and opening new accounts</i>
	<i>Resolving queries both internally &amp; externally regarding outstanding COD invoices</i>
	<i>Processing credit notes</i>
	<i>Filing</i>
	<i>Carry out any other reasonable task / request</i>

<b>Formal or equivalent education and skills required to perform the tasks.</b>	<b><i>Grade 12 or equivalent</i></b>
	<b><i>Bookkeeping certificate or basic accounting knowledge with at least 2 years' experience in a similar position</i></b>
	<b><i>Good literacy and numeracy skills</i></b>
	<b><i>Organized &amp; efficient</i></b>
	<b><i>Accuracy &amp; attention to detail</i></b>
	<b><i>Good communication skills</i></b>
	<b><i>Self-motivated</i></b>

<b>Key Performance Areas the appointee's performance will be measured on.</b>	<i>Accuracy and efficiency</i>
	<i>Organizational skills</i>
	<i>Good Communication skills</i>
	<i>Time Management</i>
	<i>Self-development</i>
	<i>Time keeping, punctuality &amp; attendance</i>

<b>Submit CV's and applications to.</b>	<a href="mailto:Thuli.machaka@mantech.co.za">Thuli.machaka@mantech.co.za</a> / <a href="mailto:mr@mantech.co.za">mr@mantech.co.za</a>
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<b>Closing date for applications</b>	<i>19<sup>th</sup> April 2024</i>
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