

BALWIN PROPERTIES

CAREER OPPORTUNITY



Creditors Clerk

QUALIFICATIONS & EXPERIENCE REQUIRED

- Diploma in finance
- 3+ Years Working Experience as a Creditors Clerk
- Experience Type : Property, Finance, Excel & Creditors

Position Type:	Temporary Contract
Job Role:	Creditors Clerk
Location:	105 Corlett Driven, Melrose Sandton
Joining Date:	As soon as possible

SKILLS REQUIREMENTS

- Processing of delivery notes and invoices
- Customer relations & invoicing
- Reconciliations
- Payment preparation
- Processing and checking
- Creditor applications
- General accounting duties

DUTIES AND RESPONSIBILITIES

- Verify and accurately processing of delivery notes and invoices.
- Follow up on invoices from suppliers and ensure that statements are received at the end of each month.
- Manage and follow up on queries in terms of orders with suppliers, site managers and the procurement department.
- Verify discrepancies by and resolving clients billing queries and issues.
- Prepare accurate reconciliations of supplier statements.
- Preparing accurate payment batches for suppliers.
- Ensure that payment due lists are updated and maintained monthly.
- Ensures that proof of payments are sent to suppliers with the relevant documentation.
- Ensuring that all documents are accurately filed within a month of finalisation.
- Verification of invoices.
- Ensure that COD invoices are signed by respective manager prior to payment and order in place.
- Checking and processing of 30 day Supply and Fit Subcontractor draws and prepares payments accordingly.
- Resolve any queries with the relevant QS.
- Ensure that the proof of payments are sent to subcontractors.
- Checking and processing of Labour only subcontractors invoices and prepare payment batches.
- Completing of Credit Applications accurately and ensuring that they are signed and approved by the relevant Directors.
- Ensures that all tax legislation requirements are met and adhered to.
- Follow through to ensure that quality and productivity standards are consistently and accurately maintained.
- General accounting and processing duties.

SKILLS AND TRAITS

- Deadline driven
- Good communication skills
- Ability to work well under pressure
- Ability to work on multiple tasks
- Excellent time management
- Reliable and dependable
- Work in a structured and orderly fashion
- Excellent and planning and organising
- Strong attention to detail

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to **careers@balwin.co.za**

