

Position: Debtors Clerk
Department: Operations
Contract Type: Fixed Term Contract (7 Months)
Closing Date: 25 September 2026
Email CV to: recruitment@tianaconsulting.co.za
Salary:

If you meet the above-mentioned inherent job requirements, please send your detailed CV to recruitment@tianaconsulting.co.za on or before the 25 September 2026 with reference Debtors Clerk clearly marked.

Job Purpose

This position, which reports to the Financial Accountant, requires strong administrative and finance experience. The main responsibilities include:

- a) Management of debtors: Membership, Trainees/ADP and Assurance fees
- b) Assist in capturing creditor and COD invoices.
- c) Assist in preparing monthly creditor reconciliation.
- d) Preparing monthly general ledger reconciliations.

Key Performance Areas

Debtors' system:

- a) Maintenance of debtors' system with integration to and from FlowCentric.
- b) Collection of debtors within collection period.
- c) Handover of debtors for legal action.
- d) Reconciliation of debtors with GL.
- e) Accurate creation of invoices.
- f) Assisting with allocation of debtor amount in Cash Book.

Supplier payments:

- a) Capturing of payments when other finance staff not available
- b) Verification if invoices are authorised.
- c) Capturing invoices on Sage 300 system.
- d) Reconciling creditors.
- e) Following up on outstanding invoices.
- f) Loading payments on business online.
- g) Distribution of credit payment advice.
- h) Deal with queries regarding payments and non-payments.

Knowledge, Experience and Attributes

Qualifications and Previous work experience:

- a) Diploma or degree in accounting
- b) A minimum of 3 years' experience as a Debtors Clerk or in similar role.
- c) Excellent proficiency in MS Office.
- d) Accounting systems knowledge and experience, preferably in SAGE 300

Attributes:

The following attributes are required of the incumbent:

- a) Unquestionable integrity and objectivity.
- b) Excellent attention to detail.
- c) Excellent verbal and written communication in English.
- d) Good interpersonal skills.
- e) Emotionally mature.
- f) Professional attitude.
- g) Able to work independently in a fast-paced environment.
- h) Deadline-driven with high levels of accuracy.