



DEBTORS ADMINISTRATOR

(Payclass 08)

FINANCE DEPARTMENT GRADUATE SCHOOL OF BUSINESS

We invite applications for this full-time permanent post for appointment as soon as possible.

We are looking for a motivated, proactive and customer-service oriented person for our finance office. The individual should engage in all matters with integrity and the strictest level of confidentiality, while ensuring compliance with relevant financial policies and governance requirements.

Requirements for the job:

- NQF5 qualification in accounting or business management.
- At least 4 years' work experience in a service-oriented finance environment, including debtors administration and reporting experience
- The ability to perform multiple tasks in a pressurised environment.
- Good organising and time management skills
- Strong numerical orientation
- Accuracy and attention to detail
- Ability to maintain sound customer relations whilst adhering to policy and legal / governance requirements.
- Demonstrated ability to self-start and manage work with minimal supervision.
- Ability to work independently and in a team.
- Good interpersonal skills
- Excellent communication skills, written and verbal.
- Proficiency in MS Office (MS Excel (critical), Web-based applications, Email etc)
- Working knowledge of SAPR3 accounting & Oracle PeopleSoft, or similar ERP system
- Honesty in dealing with cash and/or finances.

Responsibilities include:

- Capture of Debtors / Customer Master Data
- Processing invoices / Credit notes as required.
- Administering Debtors age analysis
- Presentation of Debtors analysis to constituents
- Ensure compliance with University Fee and Debtors policies.
- Maintain accurate records of debtor & student fee accounts.
- Resolving queries and liaising with various stakeholders
- Reporting on outstanding debt
- Collection of outstanding debt – student, commercial & research
- Preparation of documentation / reconciliations as required.
- Generating monthly and ad-hoc reports for stakeholders
- Receipting and allocating payments
- Record keeping
- Perform ad hoc tasks as required.

The annual cost of employment for 2024, including benefits, is between R415 430 and R488 741.

To apply, please visit <http://www.gsb.uct.ac.za/workforus>, select the job you wish to apply for, follow the brief registration process at the bottom of the advert and submit the following documents:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter
- Curriculum Vitae (CV)

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo competency and pre-placement-medical assessments.

Website: www.gsb.uct.ac.za

Reference number: E24709

Closing date: 12 July 2024

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.