

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Senior Accounts Receivable Officer

Salary total package: Negotiable

Centre: Centurion

(Ref. WS01/012022)

Job Summary: The Senior Accounts Receivable Officer report to Account Receivable Supervisor and is responsible billing and collection of debtors accounts.

Key Performance Areas:

- Responsible for new account applications, credit checks and assessments.
- The candidate will be responsible for the capturing of invoices, credit notes, journals and ensure that all invoices are generated accurately, promptly and in the correct period.
- Responsible for sending invoices and monthly debtor's statements.
- Identify and allocate monthly receipts.
- Resolving customer queries and perform monthly reconciliations on customer accounts.
- The candidate will attend to all related queries and be responsible for collection of outstanding debts within 30 days of invoice date.
- Ensure that all copies of relevant documents are filed, and that the filing system complies with Total Quality Management principles.
- Assist with monthly reports where required.
- Liaise with internal and external auditors where required.
- Perform ad-hoc duties as required by the Accounts Receivable Supervisor.

Minimum Requirements:

- National Diploma in Accounting or Finance related or equivalent.
- At least three years related work experience in Credit control and management.

Technical and Behavioural Competencies Required:

- Debtors' collection experience would be advantageous
- Knowledge of an ERP system. NetSuite system knowledge will be an added advantage.
- The ideal candidate must be results-driven; customer focused with excellent planning, organizing, negotiating and communication (written and verbal) skills.
- The candidate must be able to liaise with employees for internal requirements as well as external customers.
- Knowledge of public finance practices and the public finance management and treasury regulations would be an added advantage.

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.

Closing Date: 28 January 2022

Note: All applicant's personal information received will be used for purpose of this recruitment process only

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC). Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT- AR Senior Officer
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