



## CAREERS

**Position:** Accounts Manager - Glen Anil, KZN

**Start Date:** Immediately/As soon as possible

### Who are we?

Accelerated Education Enterprises is committed to the upliftment of Africa through education. We are an education company offering principle-centred and values-based education solutions to schools and home schools throughout Africa. Our company is guided by Christian values and we are looking for an Accounts Manager who shares our vision. We are located in Glen Anil, Durban.

### Who are we looking for?

We are looking for an Accounts Manager who is able to share our vision and fill an integral role within our finance department. This is a full-time position and requires someone who is able to oversee the entire process of invoicing (trade debtors) and the credit control of customers as well as the collection of payments. The ideal candidate should be familiar with all accounting procedures and must be able to manage the daily financial accounting processes relevant to trade debtors. Candidates should have applicable financial experience as well as the ability to lead a team and work as part of the broader team in our organisation.

### What would the job look like?

The Accounts Manager is accountable for the oversight of our financial processes involved in customer invoicing, credit control and the collection of payments of our trade debtors. The Accounts Manager will oversee the credit life cycle of a customer - from making decisions during the on-boarding process through to monitoring accounts on an ongoing basis.

### What skills and experience are required for this position?

- Management of the effective and efficient workflow and performance of the Accounts Receivable team against defined goals and objectives in order to ensure an excellent service is delivered to the customers.
- High levels of motivation and organisation with strong accounting, analytical and administrative skills.
- Strong internal auditing and accounting background as well as strong problem solving and decision making skills.
- Excellent written and verbal communication skills.
- The ability to work under pressure and to manage competing priorities while still meeting deadlines.
- Ability to interpret financial information.
- A high degree of accuracy and attention to detail.
- A confident and assertive manner.
- Strong computer skills in Pastel Evolution, Microsoft Excel and Microsoft Word.
- Ability to work in a fast-paced environment.
- Able to think laterally and to interact and deal with customers effectively.
- Strong team development skills.

### **What are the principal responsibilities of the Accounts Manager?**

- Manage the Accounts Receivable team that is responsible for the order invoicing and credit control of our trade debtors.
- Check credit histories and assess risk in consultation with the Financial Director/Accounts Manager.
- Set objectives for the Accounts Receivable team that align with the financial department's goals.
- Troubleshoot problem accounts.
- Ensure compliance with SARS and credit/payment policies.
- Monitor the Accounts Receivable portfolio (trade debtors) for trends and early warning signs.
- Ensure that credit policies, processes and procedures are in place and are being adhered to in order to minimise bad debts.
- Support and provide guidance to the Accounts Receivable Clerks on a daily basis and train new team members.
- Monitor and measure the team's performance to ensure that all goals and objectives are being met – provide excellent customer service to ensure customer satisfaction at all times.
- Manage accurate and timeous reporting and month-end closure.
- Ensure adequate internal control processes and segregation of duties is in place.
- Authorise and sign off credit notes.
- Ensure all team members follow the accounting principles.
- Provide assistance to the Financial Director/Accounts Manager with ad hoc financial functions as and when the need arises.

### **What qualifications do applicants need?**

- Minimum of 5+ years' experience working in Accounts Receivable Management capacity
- Bachelor's degree in Accounting/Finance
- Degree or Diploma in Credit Management an added advantage
- A thorough knowledge of credit-related laws
- Experience with Pastel Evolution
- Good grasp of technology

### **What soft skills should applicants have?**

- Communication skills (both verbal and written)
- Leadership skills (overseeing a team within our finance department)
- Ability to work within a team

### **Could you be the person that we are looking for?**

If this sounds like you, please send your CV to [hr@aeegroup.co.za](mailto:hr@aeegroup.co.za).

*Please Note: Applicants will be contacted to set up interviews if they progress to the interview stage.*