



CAREERS

POSITION: ACCOUNTING CLERK, GLEN ANIL, KZN

START DATE: IMMEDIATELY

WHO ARE WE?

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

WHO ARE WE LOOKING FOR?

We are looking for an Accounts Clerk with high energy levels and a strong work ethic – reliability, consistency, honesty and integrity.

WHAT WOULD THE JOB LOOK LIKE?

The Accounts Clerk will join the Finance Team and will be required to:

- Collate and process all local invoicing from picking slips and on-line orders
- Ensure that items invoiced correlate with amendments on the picking slips
- Check that the correct discounts and prices have been applied according to the school categories and products
- Request quotes from courier companies and apply the most economical quotes as per the customers' requests
- Responsible for the daily input of data relating to the job function to be captured on the Contact Management Programme on Pastel Evolution
- Assist with customer account queries as and when required
- Capture and process stock adjustments
- Process credit notes (cancellation/changes to items prior to order being sent) as and when required

WHAT QUALIFICATIONS AND SKILLS DO APPLICANTS NEED?

- National Senior Certificate Grade 12
- Computer Literacy in Pastel Evolution/SAP, Microsoft Word and Excel
- Basic Accounting/Bookkeeping Certificate/Diploma
- Minimum of 3 years invoicing experience

WHAT SOFT SKILLS SHOULD APPLICANTS HAVE?

- An aptitude for figures
- Ability to work independently
- Ability to work well under pressure and meet expected deadlines
- Must be able to use initiative and maintain confidentiality
- Must be accurate, reliable and a methodical worker
- Must have the ability to liaise with the staff and the customers
- Must have good written and oral communication skills

COULD YOU BE THE PERSON WE'RE LOOKING FOR?

If this sounds like you, please send your CV to hr@aeegroup.co.za.

Please note: Should the applicant progress to the interview stage, they will be contacted in order to set up an interview.