



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Sundry debtors Administrator (5 Years Fixed Term)

Salary- Grade B5

Role Description

To execute transactions supporting the Sundry Debtors sub function with accuracy and timeliness as per relevant processes, frameworks, and guidelines.

The Administrator - Sundry Debtors shall:

1. Allocate daily receipts from registered persons to customer accounts
2. Prepare well documented journal entries for approval by the Finance Manager to accounts as needed ensuring financial records are accurate and properly documented. Resolve accounting discrepancies
3. Research and resolve any unidentified receipts in a timely manner.
4. Perform debtors reconciliation at the end of each month.
5. Perform unallocated receipts reconciliation at the end of each month.
6. Ensure validity, accuracy and completeness of membership types on the MM system
7. Perform Bank reconciliation at the end of each month.
8. Ensure implementation of the debt collection strategy (i.e., Follow up on unpaid Debtors, Send out monthly statements to clients)
9. Maintain internal control with regards to debtors' management
10. Assist the Finance Manager with the coordination of all audit activity. Includes preparation of Schedules and reconciliations as requested by external auditors
11. Assist client with queries

Requirements

- Grade 12
- Diploma in Accounting/ NQF5 level qualification
- Experience in debt collection
- At least four (4) years' experience

This position you will be reporting to the Finance Manager and dotted reporting to the Jnr Accountant: Revenue and Asset management

Closing date: 12 December 2022

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not.

Please clearly indicate the position you are applying for.

Please submit your **CV and certified copies of your qualifications** to:

E-mail address: recruitment@sacpcmp.org.za

Address: **Erasmusrand, Pretoria**