



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: Administrator Invoicing: Finance (5 Year Fixed Term)

Salary- Grade B 5

Role Description: To execute transactions supporting the invoicing sub function with accuracy and timeliness as per relevant processes, frameworks and guidelines.

1. Perform financial administration of applicant registration payments for registered persons
2. Administration of invoicing
3. Resolve financial queries & anomalies
4. Check & verify all source documents and information
5. Update Fees on the system
6. Prepares monthly revenue reports (i.e. number of invoices generated monthly)
7. Maintain internal control with regards to Revenue management
8. Perform required revenue reconciliations
9. Prepare well documented journal entries for approval by the Jnr Accountant to accounts as needed ensuring financial records are accurate and properly documented. Resolve accounting discrepancies
10. Ensure accuracy, completeness and validity of invoices generated on the system
11. Assist the Jnr Accountant with the coordination of all audit activity. Includes preparation of Schedules and reconciliations as requested by external auditors
12. Assist client with queries
13. Perform physical asset verification (Semi-annual and annual)
14. Updates Fixed asset register and asset inventory forms
15. Prepares and compiles all asset related forms (i.e. disposal, asset movement forms)
16. Bar coding of assets
17. Maintains asset register and prepares monthly reconciliations
18. Imposing late penalty fees timeously
19. Ensure implementation of the debt collection strategy (i.e. Follow up on unpaid Debtors, Send out monthly statements to clients)

Key skills required for Administrator Invoicing:

- Attention to Details
- Data analytics Proficiency
- Customer Service Skills
- Organisational Skills
- Proficiency in Accounting Software
- Interpersonal Skills
- Communication Skills

Key Qualifications Required:

- Grade 12
- Recognised diploma in accounting.
- Minimum three (2) years' experience as an invoice clerk or in general accounting.

Closing date:10 October 2024

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 qualification to:

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

Reference : ADM/FIN/09/2024