



CASHBOOK CLERK- FINANCE X2 **B3 – B5**

As part of the S189 Restructure process, the above vacancies have become available. As a Cashbook Clerk the successful incumbent will be responsible for daily electronics payments and cash book processing, and daily reconciliations.

Responsibilities:

- Keep all cashbooks up to date on a daily basis.
- Ensure that all payments are posted into the correct general ledger account.
- Accurate, timeous, verification, processing/capturing of transactions on Sage
- Ensure that all transactions are recorded in the correct amount, period, classification, allocation and are valid
- Prepare a list of unclaimed deposits plus pass clearing journal
- Ensure relevant staff are timeously informed of batch duplications, returned cheques and any other reversals
- Import & download statements and reconcile receipts against batches - daily
- Investigate, follow up and clear receipt and payment transactions
- Undertake monthly period end procedures
- Complete Daily Bank reconciliation and month end reconciliation to SAGE ledger
- Manage queries - follow up with bank on uncleared debits, credits and bank charges
- Liaise with Regional advertising, Subscriptions or SSC to identify and allocate unclaimed deposits on bank statements
- Prepare journals for authorisation and capture when authorised
- Verify and analyse bank charges and agree rates to contract
- Assist with data capture (cashbook & journals) during backlog
- Identify and solve intercompany queries
- Ensure records and bank statements are available to auditors for inspection annually
- Preparation of the monthly reconciliation of bank balances per bank statements to the balances per the cash book.
- Support SSC FM in administration duties related to year end.

Minimum Requirements

- Matric
- Computer Literacy
- 2 – 3 years experience in relevant field.

Required Competencies

- Must have the ability to think creatively.
- Be a self - starter that shows initiative and ability to work independently.
- Be extremely motivated and driven to work in a highly pressurised fast pace environment.
- Be highly flexible working long, irregular hours nightshift, weekends and public holidays
- Be prepared to travel long distances across the province and country.
- The ability to work under constant deadlines pressure

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All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06th November 2024** to Human Resources at:
vacanciescape@corporateservice.co.za