



SUBSCRIPTIONS SUPERVISOR C4 – C5

As part of the S189 Restructure process, the above vacancy has become available. As a Subscriptions Supervisor. The successful incumbent will be responsible for providing support to the Ops Finance Manager: CIRC & DIST on all Subscription and Matrix System processes and related accounting entries.

Responsibilities:

- To ensure all Matrix processes (daily, weekly, monthly) are run timeously and the necessary information is saved on a shared folder.
- Manage the admin duties of the National subscription finance clerks.
- Oversee and ensure all Debit Order and Credit Card runs are affected punctually and the monies are credited to our bank account timeously.
- Vigorous management of all Debit order and credit card rejections.
- Manage the allocation of all receipts to subscriber accounts in Matrix and ensure the related journals are processed.
- Complete the Subscription Control reconciliation on a monthly basis within agreed deadlines.
- Ensure monthly bad debt write offs are processed on Matrix with related journals on Sage X3.
- Approve all subscriber refunds in conjunction with Finance Manager.
- Provide support and assistance with both Financial and ABC audits.
- Assist Finance Manager with monthly management accounts including annual budgets and quarterly PR's relating to Subscription finance.
- Preparation of monthly dashboard on subscription volumes, receipts and other movements per transaction type within agreed deadlines.
- Provides support to the Subscriptions Customers Services Team (based in KZN) in terms of queries, payments, journals, GL codes etc.
- Identify any risk in the Subscription processes and bring it to the attention of Management immediately
- Liaison with all stakeholders namely internal departments, subscribers, suppliers and other proprietors etc
- Report to the Financial Manager and support with ad hoc projects as and when required with a view to being incorporated into the Group Circulation and Distribution Finance structures.

Minimum Requirements

- Matric
- 5 years supervisory experience within a large organisation
- 3-5 years experience in liaising at all management levels

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