

Accounts Receivable Accountant	
Location:	Cape Town, South Africa
Date:	25 th August 2010
Reporting To:	Financial Controller
Reporting to You:	Accounts Receivable Assistant X2
Purpose:	Responsible for the maintenance of all debtors. Control of all debtors for monthly reporting and reconciliations.
Key Responsibility Areas:	<ol style="list-style-type: none"> 1. <u>Bank Deposits:</u> <ol style="list-style-type: none"> a. Capture & update bank receipts batches in different companies b. Account for gateway commissions, reserves charges on a monthly basis 2. <u>Invoicing:</u> <ol style="list-style-type: none"> a. Assistance with and review of daily, monthly invoicing of post paid clients b. Monthly invoicing of Networks for Premium Rate Revenue c. Ensure all MO clients are invoiced for rentals d. Update invoices in various business units e. Ensure US shortcodes are invoiced before payments are made 3. <u>Revenue</u> <ol style="list-style-type: none"> a. Perform monthly revenue journal for online customers b. Correctly account for VAT for all online and field customers c. Perform reconciliation of revenue to be recognised on a monthly basis 4. <u>Debtors Control:</u> <ol style="list-style-type: none"> a. Approve and Allocate overdrafts to clients b. Follow-up on debtors for other countries c. Prepare weekly debtors collections updates for all countries 5. <u>Preparation of monthly Age Analysis:</u> <ol style="list-style-type: none"> a. Prepare Age Analysis for weekly debtor's meeting b. Prepare Age Analysis for monthly reporting pack 6. <u>Reconciliations:</u> <ol style="list-style-type: none"> a. Reconcile gateway accounts to revenue amounts b. Reconcile chargebacks to merchant statements c. Check and send out Premium Rate Reconciliations d. Reconcile and manage chargebacks and refunds 7. <u>Provisions:</u> <ol style="list-style-type: none"> a. Raise provisions for premium rate incomes and payouts b. Raise provisions for MO rentals outstanding at month-end 8. <u>Work with different Business Units:</u> <ol style="list-style-type: none"> a. Liase with accounting staff in US office 9. <u>Management & control of account queue system:</u> <ol style="list-style-type: none"> a. Ensuring that accounts queues are handled within the agreed SLA
Core Competencies:	<ol style="list-style-type: none"> 1. <u>Excellent communication:</u> good interpersonal and communication skills and able to communicate clearly. 2. <u>Excellent Administrative skills:</u> Be able to work with a high level of accuracy. 3. <u>Be able to work under pressure:</u> Deadlines are very tight, accurate reporting is a must. 4. <u>Customer Focus:</u> Respond and deal effectively with customers. 5. <u>Team Work:</u> Must be able to work as part of a team. Must be able to work reliably and responsibly with internal and external colleagues. Must be able to effectively manage persons reporting to you.

General Competencies:	<ol style="list-style-type: none"> 1. Computer literate (MS Office) 2. Oracle experience and advantage 3. Analysis and logic, systematic and orderly planning, attention to detail 4. Experience and relevant knowledge in effective supplier control
Experience and Education:	<ol style="list-style-type: none"> 1. Debtors Control Experience of at least two years needed 2. Has 3 - 4 years' experience with a post Grade 12 qualification, or 6 - 10 years' experience without a qualification. 3. Working with international debtors
Personal Characteristics:	<ol style="list-style-type: none"> 1. Excellent organisational skills 2. Attention to detail 3. Self-driven 4. Good communicator 5. Good interpersonal skills 6. Positive outlook on life 7. Assertive nature 8. Logical thinker 9. High levels of initiative 10. Customer service orientated 11. Work independently, with a high degree of responsibility 12. Work well under pressure and to meet deadlines
Special Requirements:	<ol style="list-style-type: none"> 1. Regular and on time attendance 2. From time to time you will be required to work outside of normal working hours
Note:	<ol style="list-style-type: none"> 1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and or ability required and are not intended to be an exhaustive list of all duties and responsibilities associated with this job. 2. You will be required to perform all reasonable duties assigned to you or related or incidental to the proper completion of your job tasks. 3. During a work colleague's leave of absence from the company or during month-end or peak business periods, you may be required to perform other job tasks upon reasonable request from your line manager.