



**DIGBY WELLS**  
ENVIRONMENTAL

#### CONTACT DETAILS

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Digby Wells Place,  
Turnberry Office Park,  
48 Grosvenor Road,  
Bryanston.

## DIGBY WELLS ENVIRONMENTAL DEBTORS CLERK

Digby Wells Environmental, a service provider to the resources industry, is looking for a candidate for the above position to be based in our Bryanston Office.

The successful candidate will be required to by ensure the effective administration and management of the group of companies' debtor's books.

#### Job Objectives:

- Assist the Group in reviewing and maintaining the debtors' processes and related internal controls.
- Perform monthly cash collection projections and targets and communicate results to key stakeholders.
- Prepare and distribute monthly and quarterly reports, reconciliations and statistics relating to debtors.
- Attend meetings with key stakeholders.
- Conduct daily follow ups with the client's finance department and / or the Group's project managers on outstanding invoices.
- Updating the accounting records with remittances (payments received from clients) by processing payments and banking on a daily basis.
- Distribute all monthly customer statements for the group
- Build and maintain effective relationships with both internal and external parties.
- Distribute all invoices on behalf of the organisation.
- Assist the Project Management team with monthly invoicing and with ensuring that invoices meet the revenue recognition criteria prior to being finalised.
- Ensure all financial administration is accurately completed. (Files, scanning invoices etc.)
- Address any queries relating to debtors.
- Assist in the preparation of annual financial statements specifically with regards to debtors, deposits and sundry debtors.
- Obtain an understanding of IFRS (for SME) statements specifically impacting debtors other assets, and financial assets included in the annual financial statements including required disclosures.
- Assist with preparation of all audit documentation requirements and clearing of external audit queries relating to all debtor accounts.



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## Requirements:

- Good communication skills will also be essential as the role requires considerable interaction with people inside and outside the organisation.
- Applicable legislations such as the income tax act.
- Excellent MS Excel skills, which is used for reporting purposes.

## Qualifications:

- Essential: Matric
- Preferable: Degree / Diploma in Finance such as B.Com. Financial Management.

## Work experience:

- 4-5 years working experience in a debtors role

## Organisational Values

In order to ensure **SUSTAINABILITY** in our environment and our business this role will be required to live and uphold the following values:

- Demonstrating **INTEGRITY** and **HONESTY** at all times;
- Acting in a **PROFESSIONAL** manner;
- Working together as a **TEAM**;
- Demonstrating **CARE**;
- Delivering **FLEXIBLE** and **PRAGMATIC** solutions;
- Demonstrating **PASSION**; and
- Being **FUTURE FOCUSED**.

An all-inclusive remuneration package will be on offer. Applicants need to be prepared to undergo a complete psychometric evaluation as part of the selection process. Short listed candidates will be required to authenticate information provided in their CVs. The closing date for applications is **11 January 2019**.

If you have not been contacted within 14 days of the closing date, please consider your application unsuccessful.

*Note: In accordance with the Company's Employment Equity requirements, preference will be given to Employment Equity candidates.*



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