



Bergstan

South Africa

Consulting and Development
Engineers (Pty) Ltd

t/a Bergstan South Africa
Thomas Pattullo, 7th Floor
19 Jan Smuts Street, Roggebaai, Cape Town, 8001
PO Box 4733, Cape Town, 8000
Tel: 021 487 4900
e-mail: consult@bergstan.co.za
www.engineer.co.za

JOB DESCRIPTION

JOB TITLE:	Debtors Administrator
POSITION CODE:	A1
NAME OF JOB HOLDER:	XXXXXXXXXX
DEPARTMENT:	Finance
RESPONSIBLE TO:	Finance Manager
POSITIONS REPORTING TO YOU:	None
BASED AT:	Cape Town

JOB PROFILE MINIMUM REQUIREMENTS

QUALIFICATIONS: Higher Certificate in Accounting (All diploma subjects)

Higher Certificate in Business Management (All diploma subjects)

WORK EXPERIENCE:

Minimum of 5 years related experience in a similar position.

JOB SUMMARY

- Managing Debtor Accounts
- Processing Invoices
- Payment Collection and Allocation
- Handling Client Queries
- Issuing Credit Notes and Reversals
- Maintaining Accurate Records

COMPETENCIES, ATTRIBUTES REQUIREMENTS

- Technical and Financial skills by having basic accounting knowledge
- Proficiency in Accounting software like Greatsoft and Fresh Projects
- Attention to Details
- Excellent problem-solving skills by resolving discrepancies in accounts
- Strong negotiation skills by being able to persuade debtors to settle outstanding accounts.
- Able to meet deadlines by ensuring payments are collected on time
- Good prioritizing and organising skills by managing multiple accounts efficiently.
- Have legal and compliance knowledge
- Microsoft Excel proficiency by being able to work with spreadsheets, formulae and financial reports

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

JOB DESCRIPTION

A) Debtors

- a) Preparing rental and non- rental invoices for Bergstan and QDS
- b) Reviewing of fee accounts issued by project leaders
- c) Verifying the invoice information and calculations for correctness and accuracy, including checking for duplications and reviewing disbursement and direct cost included on the invoice.
- d) Capturing all invoices numbers manually in the invoice book and checking for duplications.
- e) Capture the fee account in the Greatsoft Systems (training will be provided), processing sub-consultant fees, and separating mark-up charges from subconsultants fees.
- f) Handling client debtor queries
- g) Updating and providing statements to clients or project leaders upon request, for Cape Town and Johannesburg office.
- h) Processing of payments (incl. Withholding tax payments) received from clients and notifying project leaders, the Managing Director, the Financial Director and Creditors Administrator via email and notifying them of possible sub-consultants to be settled.
- i) Manually keeping the deposit book up to date and following up on unpaid invoices from Bergstan Botswana
- j) Processing and updating the aged debtor's analysis

B) Support & Administration Services for Costing System:

- a) Supporting staff by providing costing information and resolving any related queries.
- b) Assisting with enquiries concerning debtor accounts.
- c) Handling questions regarding payments received.

C) Project Costing:

- a) Registering new projects, ensuring project numbers are unique and the PRN form is verified before sending it to the Project System Administrator and Creditors Administrator.
- b) Registering new clients.
- c) Terminating inactive projects in the Greatsoft system when requested to do so.
- d) Transferring of project costs between different projects as needed.

D) Preparation of Monthly Reports:

- a) Preparing and reviewing the monthly debtors age analysis, then distributing it to the Department Heads and respective project leaders. Drafting the Debtors Cession letter for Absa Bank and emailing the Debtors Aged Analysis and Debtors Cession letter to Absa Bank.
- b) Providing the Financial Director with copies of Vat Detail, Vat Summary, Allocation detail and allocation summary reports.
- c) Keeping a filing hard copy system of Debtor reports (Transaction fee listing, invoice listing, receipt listing, Debtor detail allocations and Debtor summary allocations).

E) Filing System for Debtor Hardcopies:

Maintaining an organized filing system for debtor invoices and relating source documents.

F) Assisting with E-query Reports:

Providing support with E-query reports as needed.

G) Assisting with general Creditors, Payroll & B-BBEE administration

Providing support when required.