

## POSITION DESCRIPTION



Title: Accounts Clerk

Classification: HEW4

Reports to: Finance Manager

Direct reports: NA

Issue date: May 2022

### JOB PURPOSE

Provide administrative support to the Finance team including management of records and databases, preparing reports and reconciling bank statements. Additionally they will work on accounts payable and receivable, expenses, receipts and keeping invoicing up to date utilising our financial systems.

Main responsibilities include:

- Provide accounting and clerical support to the Finance team;
- Prepare and process documentation related to accounts payable and receivable;
- Maintain contact databases to ensure files remain up to date;
- Document management including filing, archiving and secure disposal;
- Follow up on overdue credit card statements and invoices for processing;
- Generate sales invoices based on instructions from the finance team;
- Assist team to reconcile outstanding accounts by actively following up on overdue debtors;

- Data entry into GL and accounting systems
- Assist the team to identify areas of improvement.
- Other duties as required.

### QUALIFICATIONS / EXPERIENCE

To be successful in this role you will be a highly organised and proactive team player who has:

- Diploma or Degree in Accounting (desirable);
- Experience with accounting software is preferred but not essential;
- Great organisational skills and attention to detail;
- Record keeping;
- Customer service;
- Excellent verbal and written skills;
- MS Office, particularly excel and databases;
- Experience in a junior accounting or bookkeeping role.

### KEY RELATIONSHIPS

Internal	
Executive Leadership Team	Develop and maintain effective working relationships.
Direct Manager	Provide timely and effective support to the Finance Manager.
Direct Reports	NA
Heads of Departments	Develop and maintain effective working relationships.
Students	Liaise as required.
Colleagues	Develop and maintain effective working relationships.
Stakeholders	Develop and maintain effective working relationships.



## ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_