



VACANCY ADVICE PREMISES ACCOUNTANT

Sun Slots Shared Services (RF) (Pty) Ltd would like to recruit a Cape Town based Premises Accountant in their Finance Department with at least 3 years relevant experience. This position reports to the Revenue Manager.

RESPONSIBILITIES OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO

- The monitoring of the Central Electronic Monitoring System (CEMS) in terms of adjustments, queries and cash-ups
- Recording, monitoring and follow-up in terms of generated revenue
- Ensuring the compliance to internal and external Policies and Procedures and Regulations with all related Regulatory Authorities
- Creating and distributing of invoices to sites
- Collection of weekly revenue from sites
- Reconciliation and payment of site commissions on a monthly basis
- Creation of weekly revenue collection report
- Processing monthly Government duty payments
- Producing monthly statements and the preparation of reports for the Area Managers
- Setting up new sites on the accounting system
- Capturing transactions and adjustments on Great Plains

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED

- Grade 12
- Studying towards a BCom or equivalent qualification
- English with a regional language would be advantageous
- Experience with debt collection
- Proficiency in MS Word, MS Excel and experience in the Great Plains accounting system would be advantageous
 - The ability: To focus on results through customer focus, managing work and planning and organising with a highlevel of attention to detail
 - To express potential through adaptability, initiating action, work standards and stress tolerance
 - To interact effectively through communication, building customer loyalty and trust, managing conflict, negotiation and gaining commitment
 - To achieve goals by contributing to team success and follow up

Interested parties should email a detailed CV to recruit@sunslots.co.za by end of business on, Wednesday, 6 April 2022

Equity

Preference will be given to applicants from designated groups in line with the provisions of the employment Equity Act, No. 55 of 1998, as amended, Sun Slots internal recruitment policy and unit specific employment equity plans

POPIA Statement

Please note that when applying for any position, reference checks will be completed and personal information as defined in the Protection of Personal Information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the Privacy Statement

Please note that should you not be contacted within 1-month after the closing date of this advertisement, please accept that your application has been unsuccessful