



WE ARE HIRING

Durban



DEBTORS AND INVOICING CLERK

Bidvest Insurance is a Short Term insurer within the Financial Services division of the larger Bidvest Group and operates alongside other great companies such as Bidvest Bank, Bidvest Life, FMI, Compendium Insurance Brokers and others.

Bidvest Insurance is one of South Africa’s fastest growing insurance companies and was founded in 1997. With the support of the larger Bidvest Group we have successfully expanded and evolved through our dedicated commitment to our values, customers, partners, and staff. Interested individuals looking to join Bidvest Insurance can expect to join a young and energetic team that challenge convention and who are intent on building long term relationships with all stakeholders.

As one of South Africans largest diversified industrial companies, your career aspirations with us are only limited by your own imagination.

Position Overview

The Debtors and Invoicing Clerk will perform clerical accounting procedures requiring familiarity with and experience in, accounting practices as well as knowledge of basic accounting principles.

Will compile and sort documents, such as invoices, customer statements and substantiating business transactions. Verify details of business transactions, such as collections and reconciliations to bank statements and ledger accounts.

What You’ll Need



Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it’s the small things that can make a **BIG difference!**



Compassion

A large reason why we exist is because **we care!** It’s important that we care for our customers, our business our environment and each other



Positive Attitude

We believe in creating a positive work environment that is enjoyable to be apart of and we look to the individuals of the company to make a **positive contribution** to our culture

Our Values

At Bidvest Insurance, we’re all part of a BE’VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.



Our curiosity drives us to constantly improve our business



Anyone can do ordinary, we do extraordinary



Treat everyone with respect, in & outside our company



We always do the right thing, even when no one is looking



We’re enthusiastic in everything we do - our energy is infectious



We’re committed to understanding our customers, partners and colleagues

Key Responsibilities and Duties

- ▶ Reconciliation of collections bank account
- ▶ Reconciliation of the policy book
- ▶ Batch allocation and processing
- ▶ Preparation and reconciliation of debtor statements (Allocate debtors payments)
- ▶ Follow up on payments and collections of debtors
- ▶ Resolve debtor queries
- ▶ Preparation and analysis of debtors aging
- ▶ Posting of monthly journal entries
- ▶ General ledger reconciliations
- ▶ Providing support to the accountants
- ▶ Populate reports for claw backs and commissions
- ▶ Intercompany invoicing

Qualifications

- ▶ National senior certificate (Matric Certificate)
- ▶ Relevant post graduate qualification would be advantageous (National Diploma in Finance / Bookkeeping)
- ▶ At least 3 to 5 years' experience in debtors and invoicing
- ▶ Insurance industry experience would be highly beneficial

Knowledge & Skills

- ▶ Advance Excel with reporting skills is essential
- ▶ Effective time management skills
- ▶ Solid customer relationship and communication skills
- ▶ Excellent attention to detail and financial acumen
- ▶ Promote harmony and teamwork
- ▶ Ability to work under pressure

Submissions:

Preference will be given to PDI candidates in line with our EE strategy.
Interested candidates to please submit their CV to: jobs@bidvestinsurance.co.za

Bidvest Insurance is an authorised Financial Services Provider
FSP46395



