

## KEY ACCOUNTS OFFICER: TASEZ TRAINING ACADEMY DIVISION

**PURPOSE OF THE JOB:** To take care of the financial bookkeeping and records. Duties include recording transactions, payments, and expenses and processing invoices, sending out bills and invoices, following up on overdue payments, and ensuring that the Company's invoices and payments match up correctly by cross-checking the original document to the Company's records. Key Account Officers work with other professionals in the accounting department to make sure the Company's finances are accurately recorded.

### KEY RESPONSIBILITIES

**Administration:** Provide administrative support; Set up appointments and follow-up activities for the clients; Minute-taking and filing. **Coordination:** Participate in promotional activities to attract and keep clients; Identify conferences and events that are key to attracting or promoting the Academy brand; **Finance:** Create and process invoices; Cross-check invoices with payments and expenses to ensure accuracy; Manage the accounts payable and receivable; Send invoices to clients; Track organizational expenses; Arrange for processing of refunds; Work with collection agencies on overdue payments; Communicate with clients regarding billing and payments.

### COMPETENCIES/KNOWLEDGE

- Microsoft Excel
- QuickBooks
- Good verbal & written communication skill
- Organising
- Proposal structuring
- Fund raising
- Efficiency in spreadsheet, financial software
- Interpersonal skills
- Payment of learner stipends

### QUALIFICATIONS

- Bachelor's degree in accounting/finance preferred.
- Post graduate qualification will be an added advantage

### REQUIRED SKILLS

General ledger accounts	Balance sheet
Financial Reporting	SAP/ERP/ SAGE/ PASTEL

Customer accounts	Accounts receivables
Bookkeeping	Payment vouchers

### ATTRIBUTES

- Attention to detail
- Time Management
- Ethics
- Confidentiality
- Team-working
- Structured
- Systematic
- Proactive
- Professional

### WORK EXPERIENCE

- Minimum At least 3 years of experience in a similar role
- Experience in a similar ETD/SETA/ETQA or academic environment will be an added advantage.

### APPLICATION PROCESS

Qualifying candidate s can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to [recruitment@tasez.co.za](mailto:recruitment@tasez.co.za)

**CLOSING DATE** : The closing date for applications **22 October 2024**. Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

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