*Please save, complete and email this form with a copy of your CV in MS Word format asap to* *info@rsrecruitment.co.za*

**Application for position of: SENIOR CREDITORS CLERK**

**GENERAL INFORMATION**

**Thank you for registering with RS Recruitment Services. Please complete the application form fully, as this summarised information (including work history), is used in the first phase of short listing our candidates, before we look at your CV, and will assist us in processing your application efficiently and timeously. Simply enable edit, save this as a Word document, complete, save again and return.**

**(Please don’t refer us to your CV, No handwritten applications will be accepted and please don’t submit via GOOGLE.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRST NAME & SURNAME** |  | **ID NUMBER** |  |
| **ETHNICITY** |  | **GENDER** |  |
| **CITY OF RESIDENCE** |  | **SUBURB** |  |
| **HIGHEST SECONDARY SCHOOL QUALIFICATION** |  | **CURRENT/MOST RECENT SALARY -****GROSS-MONTHLY** |  |
| **NAME YOUR HIGHEST TERTIARY QUALIFICATION/S** |  | **SALARY EXPECTATIONS (GROSS-MONTHLY)** |  |
| **NOTICE PERIOD** |  | **DRIVER’S LICENSE** |  |
| **CELL NUMBER** |  | **ALTERNATIVE CELL NUMBER** |  |
| **EMAIL ADDRESS** |  | **LANDLINE NUMBER** |  |
| **SKYPE ADDRESS OR****WHATTSAPP VIDEO CALL NUMBER** |  | **GIVE RS RECRUITMENT PERMISSION TO DO REFERENCE AND OTHER BACKGROUND CHECKS** |  |
| **APPLIED FOR THIS POSITION BEFORE, VIA ANOTHER AGENCY OR JOB PORTAL** |  | **IF YOU RESIGN, WILL YOU BE OPEN TO A COUNTER-OFFER FROM YOUR CURRENT EMPLOYER** |  |
| **PLEASE ADVISE WHERE YOU FIRST SAW THE ADVERT:** |  | **SELECT FROM: Careers24, Executive placements, jobvine, job placements, our website, Facebook or other. (if other, please state where).** |  |

**SUMMARY OF WORK HISTORY-START WITH MOST RECENT POSITION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **JOB TITLE** | **NAME OF COMPANY OR ORGANISATION** | **INDUSTRY TYPE (e.g. manufacturing, retail, IT, insurance, finance, transport, mining, construction, banking, government, municipal, etc.)** | **SIZE OF COMPANY/ORGANISATION (Please mark the relevant box.)** | **NUMBER OF YEARS AND MONTHS SERVICE**  | **REASON FOR LEAVING OR RESIGNATION (e.g. offered another position, end of contract, retrenchment, dismissal, relocation, emigration, insupportable working conditions, family responsibility, extensive travel, etc.)** |
| **SMALL – UNDER 50 EMPLOYEES** | **MEDIUM – 51 TO 500 EMPLOYEES** | **LARGE – 500 OR MORE EMPLOYEES** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |

**REFEREE INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **COMPANY/****ORGANISATION** | **POSITION OF REFEREE** | **REFEREE** | **E-MAIL ADDRESS** |  **LANDLINE**  **NUMBER** | **CELL PHONE NUMBER** |
|  **NAME** | **SURNAME** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |

**SPECIAL ACHIEVEMENTS**

This section is not mandatory but will assist us to make you more marketable to our client. Please briefly describe what you consider to be some of your special achievements academically, personally and/or during your career, e.g. awards, and/or any ideas or systems you initiated and implemented that saved your employer time and/or money, and if possible, please quantify how much time and money was saved, etc.:

1.

**Relevant criteria for the position of: SENIOR CREDITORS CLERK**

**Please indicate whether or not you meet the following criteria and insert additional information where necessary. Please note that even if you don’t meet all the criteria your application may still be processed.**

|  |  |  |
| --- | --- | --- |
| CRITERIA – Do you have/Are you able to: | YES | NO |
| 1 | Live in or near. |  |  |
| 2 | Matric certificate.  |  |  |
| 3 | Driver’s license. |  |  |
| 4 | 3-5 years’ experience as an Accounts Clerk / Bookkeeper / Junior Accountant, within Retail Industry. |  |  |
| 5 | Relevant tertiary qualification.  |  |  |
| 6 | Solid understanding of bookkeeping and accounting payable principles (to balance sheet).  |  |  |
| 7 | Ability to calculate, post and manage accounting figures and financial records.  |  |  |
| 8 | Computer literate (Excel Skills – Advanced).  |  |  |
| 9 | Can work under pressure |  |  |
|  |  |  |  |
| 11 | ***Experience with:*** |
| 11.1 | Ensure all statements are received as per creditors Age Analysis.  |  |  |
| 11.2 | Ensure suppliers are paid within the credit terms.  |  |  |
| 11.3 | Reconciliation of Direct accounts.  |  |  |
| 11.4 | Generating Rebates and allocating same to Rebate Schedule.  |  |  |
| 11.5 | Reconciliation of Drop-shipment Creditors Accounts.  |  |  |
| 11.6 | Reconciliation of Drop-shipment Claims.  |  |  |
| 11.7 | Processing of invoices and reconciliation of Accounts.  |  |  |
| 11.8 | Reconciliation of Cash and IBT (Inter Branch Stock Transfer) Accounts.  |  |  |
| 11.9 | Reconciliation of accounts and follow up on short banking.  |  |  |
| 11.10 | Resolve claims & POD’s. |  |  |
| 11.11 | Prepare payments for electronic funds transfer.  |  |  |
| 11.12 | Ensure relevant payments are allocated correctly.  |  |  |
| 11.13 | Liaising with suppliers regarding any outstanding invoices, claims etc.  |  |  |
| 11.14 | Liaising with Store Admin Managers and Managers with regards to stock claims,  |  |  |
| 11.15 | captured data queries and supplier queries.  |  |  |
| 11.16 | Maintenance of Accounts Payable Age Analysis.  |  |  |
| 11.17 | Follow up with stores with regards to unprocessed invoices and claims.  |  |  |
| 11.18 | Processing Journals.  |  |  |
| 11.19 | Reconciliation of Cash Suppliers invoices & GRV’s.  |  |  |
| 11.20 | Reconciliation of trade creditors to age-analysis.  |  |  |
| 11.21 | Resolve debit balances and variances on age-analysis.  |  |  |
| 11.22 | Ensuring all creditors recons are completed prior to payment due date.  |  |  |
| 11.23 | Ensuring all payables documents are captured and balanced.  |  |  |
| 11.24 | Ensure stores stock purchases balance to imported transactions at month end.  |  |  |
| 11.25 | Ensure filing is done promptly and in a systematic order.  |  |  |
| 11.26 | Ensure all month end charges are allocated correctly and timeously.  |  |  |
| 12 | Available for video call interview with RS Recruitment and Training. Please note that this is an ESSENTIAL part of the recruitment process. |  |  |

**Many thanks for taking the time to complete this form and enabling us to be more efficient for you and our client!**

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**The RS Recruitment & Training Team**