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| Ref | 587 |
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Accountant/Debt Collector

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|---|----------------|
| Candidate complete: Name & Surname here | E-mail Address |
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Core Purpose: This position requires strong debt collecting skills, data capturing on Pastel and excellent understanding of managing financial and administration activities, responding to debtor's queries in a timely manner.

How do you compare?

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|-----------------------|---|--|---|
| | How do you compare with our Client's Requirements? Provide us with short, factual data (which must also appear on your CV) | | |
| Client's Requirements | Answer questions below | When last did you work on this aspect i.e. May 2014 | Total number of years experience in this aspect i.e. 7 years |

Candidate Requirements

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|--|--|----------|----------|
| Grade 12 Qualification | When did you complete Matric | | |
| Min 5 Years related experience | Where have you gained your experience | Complete | Complete |
| Accounting Experience | Where have you gained your experience | Complete | Complete |
| Residing in Hartbeespoort Dam or Surrounding area | Where do you reside | | |
| Pastel Partner | Where have you gained your experience | Complete | Complete |
| MS Office experience | Where have you gained your experience | Complete | Complete |
| Own transport and valid driving license | License code? Do you have a reliable vehicle? | | |
| Fit and healthy | | | |
| Sober Habits | | | |
| Excellent communication and interpersonal skills | Mention companies where you gained this experience | Complete | Complete |
| Must have a professional and positive attitude | | | |
| Do you have a criminal record | If so mention | | |
| Have you ever had any hearings or dismissals | If so mention | | |
| Performance expectations | | | |
| Strong Debit Collecting skills background | Where did you gain experience in this | Complete | Complete |
| Well developed writing and editing skills - in English | " | Complete | Complete |
| Data capturing on Pastel and excellent understanding of managing financial and administration activities | " | Complete | Complete |
| Responding to debtor's queries in a timely manner | " | Complete | Complete |
| Data processing | " | Complete | Complete |
| Debt collecting | " | Complete | Complete |
| Accounting Experience | " | Complete | Complete |
| Internal and external communication | " | Complete | Complete |

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|---|----------------------------|--|--|
| Job Location: Hartbeespoort Dam, NW Province | Where do you live? | | |
| Cost to Company per month: R 12 000 - R 15 000 | What is your expected CTC? | | |
| Time Frame: A.s.a.p. | When can you start? | | |
| Period: 3 Months, might become permanent thereafter | Accepted? | | |

Received: 16 January 2020