

**POSITION** : REVENUE CLERK

**Centre** : Head Office

**Band** : B4

### **Purpose**

Reporting to the Financial Accountant, the Revenue Clerk will record revenue from the ECPTA reserves and service providers.

### **Requirements**

- Grade 12 with a minimum of 3 (three) years relevant experience and/or training; or equivalent combination of education and experience.
- An Accounting diploma would be an added advantage.

### **Key Performance Areas**

- **Cashbook:** Download bank statements into Pastel and process bank accounts in order to submit cashbook on time monthly.
- **Invoicing:** Prepare all invoices for ECPTA with supporting documents and verify the details on invoices and follow up with debtors for payment.
- **Revenue Collection:** Process permits/receipts on Pastel issued by reserves on a monthly basis and reconcile bank income received versus animals auctioned.
- **Grant/Funding:** Maintain a schedule for all grants received with SLA and copies of bank statements and ensure all grants are processed onto Pastel.
- **Reporting:** Assist in compilation of Audit working file with supporting documents on file, signed and reviewed by managers. Analyse and reconcile on a monthly basis the different sources of revenue (accommodation, hunting, culling etc.)
- **Debtors Admin:** Prepare updates of account receivable ledger by customer.
- **Income Received in Advanced:** Process deposits from clients and allocate / post to the reserves' income received in Advance Accounts on Pastel and Perform monthly reconciliations between Pastel and Central Reservations System (CRS).



**NB: In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable)**

**Closing Date: 7 February 2020**

**Please forward your application to:**

- 1) All applications/enquiries can be e-mailed to: [recruitment@ecpta.co.za](mailto:recruitment@ecpta.co.za) or faxed to 0865454851
- 2) Please specify the position you are applying for.
- 3) Applications must be accompanied by a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered. If you do not receive a response within 30 days, please consider your application as unsuccessful.

**The ECPTA reserves the right not to fill any advertised position.**

