

JOB DESCRIPTION

Job Title	Accounts Clerk, BSG	Job Level	Employee
Job Purpose	This role is an entry level position which is required to be organized, self-motivated, takes initiative and provides accounting support to the Group Finance Department. This role reports to the Group Executive Manager Finance and the Supervising Accountant. The duties include accountabilities in high volumes of filing, inventory, and, cashing.		
Reports to	Group Executive Manager Finance and the Supervising Accountant		
Department	Group Finance		
Division	BSG		

MAJOR ACCOUNTABILITIES

- INVENTORY**
- Review withdrawal slips and stock tickets entered by warehouse and ensure all documents are signed as necessary.
 - Perform stock counts based on stock count schedule and as required by Warehouse, the Supervising Accountant and/or Group Executive Manager Finance.
 - Calculate the inventory item variances based on the on-hand quantities in the accounting system and the physical quantity counted. Forward inventory item variance with stocktaking reports for review and authorization.
 - Record the total inventory variance for the range of items counted in Microsoft excel variance spreadsheet and update the system as needed.
 - Assist with preparing stock count schedule for cycle and yearly stock counts, forward to Supervising Accountant or Group Executive Manager Finance for review and approval.
 - Be an active part of the team preparing for the stock count before and on the day of the annual stock count.
 - Communicate with all staff involved in the cycle and yearly stock count.
 - Monitor inactive inventory items issuing report on items not moving over one (1) year to Supervising Accountant and Group Executive Manager Finance for review.
- CASHING**
- Verify collections by Warehouse from Sales Reps and Drivers in presence of an assigned team member.
 - Prepare the daily deposit log, deposit slip and night safe bag.
 - Track cash pick-ups by G4S and hand over of night safe bags.
- FILING DUTIES**
- File all sales invoices with supporting documents in a timely manner in IXL folders ensuring all documents are signed and then secure in filing room. Any missing documents information must be reported by email to Account Managers, Customer Service Representatives and Sales Manager promptly.
 - File all Quality Control forms in a timely manner in IXL folders ensuring all documents are signed

and then secure in filing room. After three (3) months Quality Control forms are to be removed from filing room and shredded. Email errors or omissions as identified and follow up until resolved

- Archive older documents filed in boxes ensure all files are completed, assigning a number and record on file listing spreadsheet. Remove archive documents to warehouse storage whenever necessary.
- Ensure archive documents in the warehouse are always in order and documents necessary are removed and shredded.
- Sort and file the following documents daily:
 - Paid utility bills in alphabetical and numerical order by suppliers.
 - Yellow copy of cheques with supplier invoices attached and file alphabetically.
 - Supplier statement alphabetically.
 - Delivery van route sheets with signed summary sheets attached by summary sheet date.
 - Approved costings for imported goods received with the all attachments.
 - Approved Credit card statements with all attachments.
- Retrieve documents from files when requested and make photocopies when requested

HEALTH & SAFETY

- At all times pay special attention to and promote workplace safety
- Ensure physical environment is kept clean

It may be necessary, due to exigencies that may arise, to perform duties other than those normally falling within your ambit.

QUALIFICATIONS

- 2 years' experience in the accounting field.
- A minimum of 5 O'Levels inclusive of Mathematics and English
- Experience working with inventory & cashing will be considered an asset.
- ACCA Level 1 or equivalent accounting qualification will be an asset.
- Ability to use Microsoft Excel and Microsoft Word

BEHAVIOURAL COMPETENCIES

- Be extremely well organized and detail oriented.
- Be self-motivated and tenacious in achieving goals.
- Be trustworthy, ethical and honest.
- Excellent communication and interpersonal skills (written & oral)
- Handle many issues, items and functions at one time, manage time effectively and deal rapidly with multiple items in prioritized sequence.
- Aggressively pursue the achievement of timelines.
- Be flexible and adjust to rapidly changing requirements and schedules.
- Show a high level of analytical ability, creativity and innovation in problem solving.

WORKING CONDITIONS

- Office environment
- Warehouse environment to do weekly rotational stock checks, hot and dusty

PHYSICAL REQUIREMENTS

- Standing in the Warehouse to assist with moving items in order to have effective stock count.