

VACANCY AVAILABLE

Position : **Accounts clerk**
Department : **Helicopter Operations**
Location : **Ultimate Heliport - Midrand**
Reporting to : **Accountant Helicopter Operations**

Please note this advertisement is open to Internal & External applications

KEY PERFORMANCE AREAS:

- Generate Payment Requisitions and supplier reconciliations.
- Raise Purchase Orders and process invoices.
- Check and compare pilot invoices to flight folios/roster and invoice accuracy.
- Responsible for the Hangar / Helicopter Oil Stock Control.
- Landing Fees – Allocation.
- Credit Cards – Slips and Recons.
- Daily Invoicing and Debt follow up (Fuel, Charters, Training Flights, etc.)
- General assistance to the Charter Division as and when required.
- Accurate preparation of customer invoices
- Sorting of queries on invoices and liaison with Helicopter Operations
- Forwarding of final invoice to Customer / Helicopter Operations
- Finalising Helicopter Utilisation Schedules at month end
- Reconciliation of outstanding costings / invoices at month end
- Capturing Fuel Slips and reconciliations
- Checking flight folios against Flight Reports
- Assisting with month-end duties

REQUIREMENTS:

- Grade 12/Matric – (Maths & Accountancy essential)
- Strong Bookkeeping/Accounting Knowledge & Experience
- South African Citizen.
- Fully computer literate (Intermediate to Advance Level on Word, Excel & Outlook)
- Fluent in English.
- Excellent communication skills.
- Aviation experience an advantage.

PERSONAL ATTRIBUTES:

- Mature and well-spoken individual.
- An analytical thinker who pays careful attention to detail.
- Highly organised and strong in planning and organising skills.
- Deadline driven and understands the sense of urgency.
- Excellent team player who is supportive to others.
- This position would suit an energetic and dynamic person.
- Confident, friendly, and able to multitask.
- Able to work under pressure and after hours when needed

If you feel you meet the requirements and would like to apply for this position:

Internal Candidates: Kindly complete the Internal Application form attach a copy of your current CV, and forward to charntel.hattingh@nac.co.za . Reference: HEC - Accounts Clerk. Please inform your manager of your application.

External Candidates: Please forward a recent CV with a letter of application to charntel.hattingh@nac.co.za. Reference: HEC - Accounts Clerk.

If you do not hear from us within 7 days after submitting your application, please regard your application as unsuccessful

Date Posted: 17 November 2021

Closing Date: 24 November 2021