

VACANCY

Date: 26.03.2024

Company description:

Next Biosciences is a biotech company combining medicine, science and technology to create innovative products and services, empowering you to invest in and take personal ownership of your future health. Next Biosciences is proud of the values with which it conducts business. It has and will continue to uphold the highest levels of business ethics and personal integrity in all types of transactions and interactions.

Job Title: Creditors Clerk
Reports to: Finance Manager
Location: Midrand

Job Summary:

The Creditors Clerk will work to create and maintain a sustainable and effective Financial operation for Next Biosciences. If you have the required skills and are ready to take on this exciting challenge, we invite you to apply for this position.

Minimum Required Qualifications:

- Tertiary Education – BCom accounting or similar.
- Proven working experience as a creditors clerk.
- Solid understanding of basic bookkeeping and accounting payable principles.

Skills required for the position:

- Data entry skills.
- Good working knowledge of MS office software packages.
- Excellent verbal, written and listening communication skills.
- Customer/Supplier service orientation and negotiation skills.
- Time management skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level.
- Experience with general ledger functions and the month-end/year end close process.
- Excellent accounting software user and administration skills.
- Ability to calculate, post and manage accounting figures and financial records.
- Solid understanding of basic bookkeeping and accounting payable principles

Key Accountabilities:

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Compensation:

Market Related.

Link to Apply:

<https://www.surveymonkey.com/r/DKDVWT6>

Closing date for applications: 09th April 2024

Only shortlisted candidates will be contacted for interviews.