



Finance Clerk

Dole South Africa, one of the country's leading fruit exporters, recruits for a **Finance Clerk (Middle East)** that is to add to the Company's human resources talent pool. This vacancy offers a career opportunity to an individual who is motivated by a fast-paced, high-performance environment.

Reporting to the **Financial Manager** you will be **based at our CPT offices (Tygervalley-area)**.

Minimum knowledge & experience required to perform this job competently:

Education & Experience:

Matric and at least 2-3 years' accounting work experience is required, ideally in a FMCG environment. A tertiary qualification will be an added advantage.

Key Performance Areas (KPA's):

KPA's will include (but are not limited to) the following essential responsibilities:

Accounting Records/Policies: • Adherence to Company policies, IFRS and US Gaap Requirements

Accounts Receivable: • Accurate processing of Accounts Receivable invoices and receipts on a daily basis • Accurate and timely processing of Accounts Receivable statements and aging • Accurate and timely completion of weekly Accounts Receivable balances report

Accounts Payable: • Accurate processing of Accounts Payable invoices • Accurate processing of Intercompany invoices • Reconcile vendor and intercompany statements to ensure timeous, accurate payments - monthly.

Month End Close: • Accurate processing of transactions to the General Ledger • Capture all relevant journals for provisions, depreciation, intercompanies • Accurate and timely completion of Monthly Sales results summary • Accurate and timely completion of Month End schedules.

Attributes / Requirements:

Attention to detail when processing • Good computer software skills (MS Office and Accpac preferable) • Good communication & interaction skills with people on all levels in the organization • Ability to adhere to strict deadlines • Problem Solving skills • Disciplined • Creative & entrepreneurial.

Submit your application and expected remuneration via email to: hr.sa@dole.com or online at <https://www.dolesa.co.za/working-here/>. **Closing date for applications: 25 March 2024.**

The appointment will be made in line with our Employment Equity Policy. Should you not hear from us within two weeks of the closing date, kindly regard your application as unsuccessful.