



science, technology
& innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA



DEBTOR'S CLERK

The South African Council for Natural Scientific Professions (SACNASP), the regulatory authority for Natural Science professionals in South Africa, is seeking a dynamic and knowledgeable Debtor's Clerk to provide professional support to the organisation in achieving its strategic mandate.

Reporting to SACNASP's Accountant, the Debtor's Clerk will play a critical role in managing the organisation's accounts receivable by ensuring that outstanding payments from customers are tracked, collected, and recorded accurately. This role ensures financial stability and cash flow by overseeing customer accounts, monitoring credit limits, and minimising overdue debts.

The incumbent will be responsible for delivering a full range of accounting functions, including Management Accounting, Bookkeeping, Project Accounting, Revenue Management, Budget Management, Cash Flow Management, Expenditure Management Financial Integrity & Compliance, Debtor Management & Credit Control, Invoicing, Financial Statements & Reporting, Account Reconciliation, Supply Chain Management, Asset Management, Payroll, Technical Proficiency, Tax Management and Audit Management

Key Responsibilities:

- Monitor and follow up on overdue accounts.
- Prepare and send reminders or statements to customers.
- Negotiate payment plans and resolve disputes.
- Reconcile accounts receivable balances to the general ledger.
- Investigate and resolve discrepancies.
- Reconciliation of the database to the accounting system.
- Prepare audit schedules and respond to audit queries
- Ensure records are readily available and audit-ready
- Maintain accurate customer records and account data.
- Resolve queries related to invoices or payments.
- Timely and accurate submission of reports.
- Comprehensive record management.
- Collaborate with internal departments to resolve account issues.
- Respond to customer queries efficiently.

Minimum Requirements:

- National Diploma or Degree in Accounting, Bookkeeping, or equivalent qualification.
- Minimum of 2-3 years of experience in a finance-related role, ideally in accounts

receivable, credit control, or debt collection.

- Understanding of accounts receivable processes and principles.
 - Familiarity with South African financial regulations (e.g., PFMA, National Credit Act).
 - Knowledge of financial systems and software (e.g., SAGE, Pastel, or similar accounting software).
 - Basic understanding of bookkeeping and reconciliation practices.
 - Proficiency in tax compliance (VAT, income tax).
- General knowledge of credit risk assessment and management

Added Advantage:

- Post-graduate Diploma in Accounting, Finance, or Bookkeeping.
- 3 or more years of experience as a Debtor's Clerk or in a similar credit control role.
- Experience within a regulatory or public sector environment will be an advantage.

Key Competencies:

- Attention to detail
- Numerical and analytical skills.
- MS Office proficiency
- Problem Solving
- Time management
- Dispute Resolution
- Reconciliation and reporting.
- Communication skills and internal teams.
- Time management
- Report writing and documentation skills.

Other Requirements:

- Availability to work extended hours, including overtime when necessary

Salary: R420 000 per annum (CTC)

Job Type: Permanent

Commencement: ASAP

To apply for this position, please forward your comprehensive CV, certified copies of your qualifications and ID, cover letter detailing role suitability to happlications@sacnasp.org.za

Closing date: 22 April 2026

***This position will comply with Employment Equity principles.
SACNASP reserves the right not to make an appointment.***