

Johannesburg, South Africa (Onsite)  
[www.bbb.co.za](http://www.bbb.co.za)



### WHO WE ARE AND WHAT WE DO (OUR PURPOSE)...

Bottle Buhle Brands has been in the business of changing the lives of many since 1998, empowering people to earn a sustainable income and to create similar opportunities for those around them.

A place where meaningful work and empowering people to grow to their fullest potential is at the heart of everything we do. With our own fragrance (or what some might define as culture), which includes a diverse mix of beautifully unique personalities who all contribute to our purpose.



### WE ARE LOOKING FOR...

An energetic and solutions driven Debtors Clerk to maintain the debtors' books whilst building strong relationships with our customers.



### WHAT YOU'LL GET THE OPPORTUNITY TO DO...

To continuously find better ways of doing things.

To be the glue between the business and our customers.

The best of both worlds, working with both people and numbers.

You will also get the opportunity to:

- Prepare debtors statements
- Pass debtors' journals
- Allocate debtors receipts on our inhouse ERP/Accounting package
- Liaise with debtors and follow up on outstanding accounts
- Maintain the debtor's ledger and debtors age analysis, including loading of new debtor's
- Liaison for debtor queries and complaints
- Prepare various debtors reports in excel



### YOUR EXPERIENCE AND QUALIFICATIONS SHOULD INCLUDE...

- 5 years' experience as a debtor's clerk
- Relevant tertiary accounting / bookkeeping qualification
- Good Microsoft Excel and Word skills
- Ability to communicate in multiple South African languages will be an advantage



## YOUR SKILLS & ATTRIBUTES SHOULD INCLUDE...

- Strong financial acumen
- Excellent interpersonal and communication skills (both verbally and written)
- Excellent analytical skills together with a zeal for accuracy and attention to detail
- Able to work well under pressure in a fast paced and dynamic environment
- Deadline driven



## JOIN US...

- You can apply by sending your CV via email to [people@bbb.co.za](mailto:people@bbb.co.za)

OR

- Apply directly by visiting our website ([bbb.co.za/careers](http://bbb.co.za/careers))