

Velocity Technology Group

<https://thevtg.com/job/financial-admin-clerk/>

Financial Admin Clerk, based at either Head Office in Bryanston JHB, or the regional Ballito office in KZN

Core responsibilities include but are not limited to:

CREDITORS DUTIES

- Capturing of Supplier invoices
- Processing of Operating expense invoices in Xero
- Supplier Reconciliation
- Adding new suppliers and updating existing ones in Dear and Xero
- Liaising with suppliers for outstanding invoices or ETAs and statements, as well as invoicing queries when necessary.
- Processing foreign supplier invoices
- Handling queries with Suppliers
- Obtaining PODs from suppliers and sending on to customers
- Capturing Supplier Credit notes

DEBTORS DUTIES

- Customer Invoicing
- Processing of foreign invoices
- Customer payment allocations in Dear
- Opening new customer accounts in Dear and updating existing records
- Handling invoicing queries from Customers

Educational qualifications

- Matric/Grade 12 is essential.
- A Tertiary financial qualification or studying towards one would be an advantage.

Work experience required

A minimum of 4 years' previous accounts position. Experience in the following would be advantageous

- Dear Accounting Package
- Xero Accounting
- Intermediate Excel skills

Skills/attributes:

- Good track record in the accounting field
- Attention to detail

Hiring Organisation

Velocity Technology Group

Employment Type

Full-time

Industry

Information Technology

Job Location

Johannesburg, Bryanston or Ballito Office

Working Hours

08:00 – 17:00 (Monday to Friday)

Date Posted

September 29, 2026

Open Questionnaire

APPLY NOW

- Ability to maintain high level of accuracy
- Task orientation
- Pro-active
- Team player
- Must have flexibility and excellent business ethics
- A self-starter who can perform duties without constant supervision
- Good Communication and Interpersonal skills – professional business eloquence
- Good Telephonic skills