



Kgaswe International School

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Academic Centre of Excellence

Education you can Trust

1 x Accounts Receivable Clerk

An Accounts Receivable Clerk is required to manage Kgaswe International School's accounts receivable function, including the managing the collection of outstanding school fees and other income to ensure healthy cash flow and minimal financial risk. Key responsibilities include recording receivables, developing collection strategies, monitoring accounts for payment issues, liaising with clients, reconciling accounts, ensuring accurate billing, and providing cash flow projections. This position reports to the Financial Controller.

Payments:

Accepts payments, and updates customer accounts. Carries out reconciliation of school fees payments

Debt Collection:

Oversee the collection of outstanding debts, sending of statements, implement effective debt recovery strategies, and follow up on non-compliant accounts.

Reporting:

Ensure timely collections and provide an aging analysis to management regularly

Account Reconciliation:

Oversee the processing of payment allocations, and perform reconciliations of debtors' accounts.

Billing & Invoicing:

Drive and oversee the billing process, ensuring correct billing occurs and rectifying any discrepancies or irregularities.

Client Liaison:

Serve as a point of contact for client issues, and manage client queries.

Reporting:

Prepare and present reports to senior management on outstanding debtors, making recommendations for legal action

Risk Management:

Identify and manage financial risk by analyzing debtor accounts and minimizing bad debt

Skills & Qualifications

- Associate's or bachelor's in accounting, finance, or business management.
- 5+ years' experience working in an accounting, billing, or accounts receivable department.
- Experience of using Sage Evolution

Additional Skills

Financial Acumen

Strong understanding of accounts receivable processes, financial analysis, and cash flow management.

Analytical Skills

Ability to analyze debtors age analysis, identify trends, and use data for reporting and strategy.

Communication:

Excellent verbal and written communication, negotiation, and interpersonal skills.

Technical Proficiency:

High level of proficiency in Excel (including pivot tables and lookups) and other relevant financial systems and reporting tools.