



VACANCY

Financial Clerk - Packing

Summary

Mouton Citrus, a leader in the citrus industry and a vertically integrated producer, packer and exporter, located in the Citrusdal valley has an opportunity for a Financial Clerk to join our Finance team.

Our finance team's strategic objective is to provide efficient financial control and administrative support and reporting within Mouton Citrus and to our stakeholders. This role will be responsible for the day-to-day capturing, verifying and reconciliation of financial data & transactions at the Mouton Citrus packhouse.

Key Responsibilities

- Issuing of purchase orders
- Capture valid purchase invoices
- Weekly & monthly creditor reconciliation & payment preparation
- Reconciliation of transactions between systems
- Invoicing packing material to packing partners
- Broker sales reconciliation & invoicing
- Debtors reconciliations.
- Inventory control – fault finding in stock transactions and assistance with monthly stock takes
- Ensure that internal financial controls are adhered to and implemented
- ERP system maintenance, for example only valid open purchase order reporting
- Filing and record keeping
- Weekly and monthly reporting to your manager including reporting on an ad-hoc basis

Requirements and Competencies:

- Applicable tertiary qualification, and continuous learning attitude
- Relevant experience, preferably within the fruit industry
- Competent numerical capability
- Computer literacy, specifically MS excel and ERP
- Willingness and ability to work and prosper within a team environment
- Self-motivated, driven, resilient and humble

