



AIFA

艾维国际飞行学院

AVIC-International Flight Training Academy

Position: Financial Clerk – Debtors/Creditors (Oudtshoorn base)

Position Specifications:

- Matric (essential)
- 5 Years experience
- Computer skills: Pastel, MS Office & Excel (Good with formulas etc)
- International debtor's payments (advantageous)
- Well organised
- Meticulous
- Punctual

Summarised Job Description *(Please note that the below job description is summarized and not a complete list of duties and responsibilities)*

- Maintain required student payment records, reports and files
- Update student information, provide any necessary forms needing completion, obtain necessary signatures
- Classify, record, and summarize student training data to compile and keep financial records, using Microsoft Excel
- Process student invoices in Pastel on a monthly basis
- Recon Pastel Accounting data with Excel records on a monthly basis
- Prepare and present training quotations for prospective students, liaising with the HOT, CGI and/or CFI as necessary to ensure accuracy of information
- Calculate, prepare and pay out bi-monthly student allowances (iMali)
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other employees

Applications close (Friday, 22 March 2024)

To apply for the position, please contact the Human Resources Department via email to Chantal Conradie at **chantal@aifa.co.za** to request an application form.

Completed application forms, along with a recent CV should be submitted to Chantal Conradie at **chantal@aifa.co.za** before the closing date.