



## Finance Clerk

Bidvest Insurance is a non-Life insurer within the Financial Services division of the larger Bidvest Group and operates alongside other great companies such as Bidvest Bank, Bidvest Life, FMI, Compendium Insurance Brokers and others.

Bidvest Insurance was founded in 1997 and provides niche value added products to customers through its Direct Channel which operates via call centres, as well as its Affinity Channel that partners with distribution networks. Our products are designed to protect consumers and deliver exceptional service levels when our customers need us most, so that we can deliver on our purpose 'To protect everyday South Africans, against foreseeable events and their financial losses, so that we can all contribute to a better South Africa'.

We have successfully expanded and evolved through our dedicated commitment to our values, customers, partners, and staff. Interested individuals looking to join Bidvest Insurance can expect to join a young and energetic team that challenge convention and who are intent on building long term relationships with all stakeholders.

Being a part of Bidvest, one of South Africa's leading services, trading and distribution groups, your career aspirations with us are only limited by your own imagination.

### Position Overview

Manage the company's financial processes and operations by capturing a high volume of finance related data swiftly and accurately. Assisting the financial manager with monthly reporting to management.

### What You'll Need



#### Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it's the small things that can make a **BIG difference!**



#### Energy

We operate with passion and excitement & thrive off a '**can do!- let's go!**' attitude. We believe in embracing new challenges and celebrating our wins!



#### Positive Attitude

We believe in creating a positive work environment that is enjoyable to be apart of and we look to the individuals of the company to make a **positive contribution** to our culture

### Our Values

At Bidvest Insurance, we are all part of a BE'VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.



Our curiosity drives us to constantly improve our business



Anyone can do ordinary, we do extraordinary



Treat everyone with respect, in & outside our company



We always do the right thing, even when no one is looking



We're enthusiastic in everything we do - our energy is infectious



We're committed to understanding our customers, partners and colleagues

## Key Responsibilities and Duties

### Management and leadership

- ▶ Full creditors function and reconciliation
- ▶ Expense management and reconciliation
- ▶ Assistance with business related expense queries
- ▶ Manage cash flow, petty cash, and bank reconciliations
- ▶ Loading of authorized payments onto the banking platform for approval
- ▶ Management of the fixed asset register (additions, disposals depreciation etc.)
- ▶ Intercompany cost recoveries, journals, and invoicing
- ▶ Preparing the VAT reconciliation
- ▶ Generating expenses statements for each business channel for manager review
- ▶ Manage cash flow, petty cash and bank reconciliations

### Qualifications

- ▶ Grade 12 – Matric / NQF L4
- ▶ National Diploma in Finance / Bookkeeping
- ▶ Minimum 3 years' experience in Bookkeeping
- ▶ Minimum 3 years' experience in debtors / creditors

### Knowledge and skills

- ▶ Excellent advanced excel skills
- ▶ Financial acumen and attention to detail
- ▶ Excellent interpersonal and communication skills
- ▶ Committed to meeting deadlines
- ▶ Ability to work under pressure
- ▶ Effective time management
- ▶ Escalate issues when necessary and provide support to the wider finance team
- ▶ Maintain a positive attitude and drive
- ▶ Promote harmony and teamwork

#### Submissions:

Preference will be given to PDI candidates in line with our EE strategy.

Interested candidates to please submit their CV to: [jobs@bidvestinsurance.co.za](mailto:jobs@bidvestinsurance.co.za)

Bidvest Insurance is an authorised Financial Services Provider  
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