NATIONAL HOME BUILDERS
NHBRC
REGISTRATION COUNCIL

SUPERVISOR ACCOUNTS RECEIVABLE / CASH REVENUE

JOB TITLE : SUPERVISOR ACCOUNTS RECEIVABLE / CASH REVENUE
CONTRACT TYPE : PERMANENT
JOB GRADE : COMPETITIVE SALARY ALIGNED TO NHBRC SALARY GRADES
REPORTING TO : FINANCIAL ACCOUNTANT
LOCATION : SUNNINGHILL

KEY DELIVERABLES
The responsibility of the Supervisor Accounts Receivable within the organisation serves to oversee the NHBR's Accounts Receivable function together with all cash sales and advise with the development and monitoring of operating processes, systems and procedures in line with the NHBRC regulatory and legislative requirements.

The Individual will primarily be responsible for, but not limited to the following:
• Provide support to subordinates to ensure operational processes and procedures are managed correctly.
• Assist in the development, reviewing and compliance of procedure and policies for Debtors and cash sales management
• Respond and aid internal and external auditors with any queries related to section.
• Prepare operational, statistical or ad-hoc reports.
• Report all financial irregularities in line with PFMA
• Implement actions to resolve audit findings (internal and external).
• Ensure compliance to NHBRC regulatory accounting standards in relation revenue and accounts receivables.
• Oversee the accurate execution of automated processes to record transactions.
• Ensure all month end system errors related to accounts receivable module is resolved.
• Conduct daily/ monthly debtors processing is in a seamless manner.
• Process all journal entries with supporting documentation submitted.
• Correct error transactions according to supporting documentation submitted.
• Liaise with provinces by ensuring all open invoices and credit notes are cleared before close of month end.
• Prepare and issue monthly debtor's statement.

• Request remittance advice and allocate accordingly.
• Monthly follow up on outstanding debts from all creditors.
• Develop systems and procedures to ensure creditors settle within 30 days.
• Ensure reconciliation of daily receipts clearing account.
• Ensure daily clearing of all reconciling items.
• Liaise with Regional Accounts to resolve incorrect allocation of cash.
• Report and follow up outstanding invoices.
• Lead system design and implementation to minimise incorrect recording of revenue and related accounts receivables
• Prepare accounts receivable and general ledger reconciliations and resolve issues monthly.
• Reconcile general ledger to age analysis.
• Analyse and investigate unknown cash receipts.
• Analyse and reconcile accounts receivable.
• Prepare revenue general ledger reconciliations.
• Maintain internal controls designed to manage the section
• Professionally resolve debtor's complaints promptly and thoroughly.
• Produce ad hoc reports on revenue and accounts receivables.
• Appropriately escalate all unresolved issues to the Finance Manager.
• Provide finance trends and communicate lessons learnt to the Finance Manager, so service levels can be improved as and when required and within own area of competence to assist in the achievement of team objectives.

MINIMUM REQUIREMENTS:

• Minimum of a bachelor's degree in (NQF 7) in Accounting / Financial Management
• Minimum of five (5) years' work experience within a financial environment
• Minimum additional three (3) years in a supervisory role in finance or senior specialist in accounts receivables is mandatory
• Proven Accounts Receivable management experience
• Proven experience working with GRAP standard specifically revenue accounting
• Have in-depth understanding of at least one of the following disciplines: debt collection, insurance, legal, financial guarantees etc

SYSTEM SKILLS:

• Microsoft Office esp. excels
• SAP or similar system
• Online Banking systems and related technologies

APPOINTMENT
The above-mentioned position will be offered on a permanent basis with a Total Cost To Company package.

ENQUIRIES:
Please note the following contact details are for enquiries about JOB CONTENT ONLY and NOT for application purposes.

Mr. Jabulani Ntshani
Tel: (011) 317 0496

CLOSING DATE: 01 December 2026

APPLICATION PROCESS:
Please email your CV to recruitment@nhbrc.org.za with “Supervisor: Accounts Receivable” in the subject line. Applicants are informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within 1 month after the closing date, candidates may regard their application as unsuccessful.

Disclaimer: The National Home Builders Registration Council (NHBRC) will consider applications in terms of its Employment Equity Plan. Applicants are encouraged to apply. The NHBRC reserves the right not to make an appointment. Candidates shall be subjected to appropriate psychometric testing and other selection instruments. The successful candidate will be required to obtain security clearance as a condition of their appointment. In conjunction with merit on the basis of qualifications, experience and proven achievements the National Home Builders Registration Council is committed to providing equal employment opportunities for persons with disabilities and those individuals from the historically disadvantaged groups.