JOB OPPORTUNITY

ACCOUNTS PAYABLE & RECEIVABLE SPECIALIST

JOHANNESBURG, SOUTH AFRICA

Are you detail-oriented, solution-driven, and passionate about finance? We're looking for an AP & AR Specialist to join our Johannesburg team, where your expertise is valued and your work makes an impact. If you're ready to take responsibility in a growing international logistics group, we encourage you to apply.

About UPF

Founded in 2023, the UPF Group offers comprehensive global logistics services, specializing in Project Cargo across the African and European markets. We are committed to timely, cost-effective transportation solutions worldwide, emphasizing the personalize d service reflected in our slogan, 'Logistics Made Personal'. We currently operate 13 offices across ten countries and plan to open two more during 2026. With a growing team of 46 employees, we share a unified mindset focused on strong teamwork, exception al quality, and outstanding personal service.

Job Description

As the AP & AR Specialist, you will have a great variety of tasks such as, but not limited to:

- Prepare and execute supplier and operational payments across UPF entities in line with approval limits and authorization matrices.
- Monitor upcoming payments and support cash flow visibility.
- Oversee bank accounts, transactions, and payment statuses.
- Perform bank reconciliations, resolve discrepancies, and maintain banking documentation and mandates.
- Maintain payment and vendor data in Microsoft Dynamics 365 Business Central.
- Ensure accurate bank details, support process improvements, and calculate/monitor debit and credit days.
- Act as the main contact for payment-related queries.
- Coordinate with finance and operations to ensure complete documentation and support audits and internal controls.

Candidate Qualifications

- Relevant qualifications in Finance, Accounting, Treasury, AP & AR, or similar.
- Hands-on experience with Microsoft Dynamics 365 Business Central is a requirement.
- Solid understanding of banking processes, payments, and reconciliations.
- High attention to detail and a strong sense of responsibility.
- Ability to work independently and manage deadlines in a multi-entity environment.
- Strong written and verbal communication skills in English.

What you can expect

- A young company with a focus on entrepreneurship and an agile organization chart.
- High level of self-determination and freedom to make decisions in your daily work.

If you are interested in applying for this position, please share your CV to **Careers@UPF-Group.dk.**

Please note: We review applications as they are received and will only contact shortlisted candidates.

UPF Core Services (PTY) Ltd.
La Rocca Office Park, Block F, Bryanston, 2196



