

VACANCY – CREDITORS OFFICER

Key requirements

National Diploma or NQF level 6 qualification related to Finance / Financial management

Ideal Qualification Degree in Finance

Experience: 3 Years and above in a similar position

Responsibilities

Manage Suppliers Payments

Accurately and timeously process invoices onto the financial system daily.

Obtain and ensure that supporting documents are provided by various departments.

Ensure invoices from departments are authorised as per the delegation of authority.

Ensure creditors statements are provided monthly.

Timeously investigate unmatched purchase orders monthly.

Ensure foreign creditors are paid timeously via telegraphic transfer.

Prepare the payment checklist and ensure accurately completed.

Ensure all subsistence and travel allowances are paid to travelling employees timeously.

Import payment batch from financial system to the bank or perform manual payment online, present for release on time and follow up and resolve any queries

Reconciliations

Prepare monthly creditors reconciliations to ensure correct amounts are paid or accurate amounts are accrued.

Prepare general journals for accruals monthly and ensure month end and year end deadlines are met.

Ensure that reconciling items are resolved or corrected timeously.

Ensure that supplier enquiries are handled in a professional manner.

Ensure that payments are made frequently and within 30 days of documents being received in finance.

Manage Reports

Prepare monthly and year end reports.

Filing

Ensure that all documents are properly filed regularly.
Ensure that all filed documents are easily retrievable.

Ad Hoc

Perform any other responsibilities from time to time as assigned

Contract Type	Permanent
Salary	Market Related
Location	Midrand, Gauteng, South Africa
Introduction	To accurately record, maintain and report on all creditor's transactions.

Salary: Market related

Applications: for more details applications@thelidzapersonnel.co.za (please send **WORD** format Cv's include – **Current salary** and **Notice Period**).

Closing date: 20 September 2021 at 12:00pm (no late applications will be considered).

The client will process applications as soon as possible. If you have not heard from us within 90 days after your CV has been received by us, please consider your application unsuccessful.

Employment equity candidates will be preferred in line with our Employment Equity targets.

"All the Clients appointments are subject to S98 of the Civil Aviation Act, 13 of 2009 and all successful candidates will be subjected to security vetting".

