

## INTERNAL VACANCY

**REF. NO. : CREDITORS SUPERVISOR**

**DIVISION : FINANCE – HEAD OFFICE**

**POSITION : CREDITORS SUPERVISOR**

**CLOSING DATE : 29 NOVEMBER 2024**

An Internal Vacancy exists for a **Creditors Supervisor** in the **Finance Department** at **Head Office** based in **Centurion**

*The suitable candidate's main responsibilities and duties include, but not limited to, the following:*

- Checking and signing off recons before sending them to AP Manager for final approval;
- General accounting duties including journals and month-end accruals;
- Managing a team of creditors administrators'
- Training creditors administrators;
- Loading of CPS payments & EFT transfers in the bank on a daily and monthly basis;
- Processing invoices and reconciling of accounts on a daily basis and follow-up on invoices, orders, and other outstanding queries;
- Running bank account verifications and submitting them to AP Manager for approval;
- Updating cashflow and submitting to treasury;
- Filing all payment packs;

### ***Preferred qualifications/attributes/skills***

- Completed diploma in accounting/finance is essential;
- Minimum 5 years' accounts payable experience;
- MS Office and above average excel skills essential;
- SAP B1 experience;
- Ability to perform high volume, accurate data capturing on SAP/Accounting package;
- Excellent English written & verbal communication skills;
- Have customer service orientation;
- Be deadline driven and able to work effectively under pressure;
- Clean disciplinary, criminal and credit record;
- May be required to work overtime from time to time;
- Own transport;

Interested candidates to E-mail CV and Internal Application Forms to [internalcv@proteacoin.co.za](mailto:internalcv@proteacoin.co.za)

Employment consideration will be in accordance with the Employment Equity Act requirements

Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful.

CEO: C Diavastos  
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe