

INTERNAL VACANCY

REF. NO. : CREDITORS ADMINISTRATOR
DIVISION : FINANCE – HEAD OFFICE
POSITION : CREDITORS ADMINISTRATOR
CLOSING DATE : 29 NOVEMBER 2024

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

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

- ✚ Obtain all statements and relevant creditors documentation from branches and suppliers;
- ✚ Match, check and process all invoices to ensure accurate and timely payment of all suppliers;
- ✚ Monthly reconciliation of all allocated supplier accounts;
- ✚ Preparation and submission of payment packs on or before the deadline;
- ✚ Preparation of schedules and reconciliations in respect of cash flow and accruals;
- ✚ Follow up of all external and internal queries, including all unpaid amounts;
- ✚ Follow up of outstanding purchase orders;
- ✚ Send remittance advices to suppliers in time and resolve outstanding items on the age analysis and creditors reconciliations;
- ✚ General Office Administration;
- ✚ Adhoc financial duties and tasks as assigned;

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification.
- ✚ Completed tertiary certificate or diploma in accounting/finance/bookkeeping is essential.
- ✚ Minimum 2 years as a creditors/accounts payable administrator is essential;
- ✚ MS Office and above average excel skills essential;
- ✚ Excellent English written & verbal communication skills;
- ✚ Understanding of the South African Vat legislation;
- ✚ Understanding general financial and specifically creditors internal control procedures;
- ✚ Ability to perform high volume, accurate data capturing on SAP/Accounting package;
- ✚ Understanding of general accounting principles and in particular accounts payable function;
- ✚ Ability to perform large and complicated creditors reconciliations using Excel;
- ✚ Have strong interpersonal skills, flexibility and customer service orientation;
- ✚ Be deadline driven and able to work efficiently under pressure;
- ✚ Clean disciplinary, criminal and credit record;
- ✚ Required to work Overtime from time to time;

Interested candidates to E-mail CV and Internal Application Forms to 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
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