



Job Description

1. Job Particulars:	
Job Title: Creditors Clerk	Department: Operations and Finance
Direct Reports: None	Travel Required: No
Reports to: Accounts Payable Manager	Job Grade: C1
2. Purpose of Job:	
To ensure that all invoices incurred are captured timeously on the GP accounting system and that monthly reconciliation of supplier's accounts are processed.	

4. Key Results/ Accountabilities expected from job
<ul style="list-style-type: none"> • Ensure that all Tax invoices contain all the necessary information to comply with the Value Added Tax (VAT) Act. • Authenticate the invoices received from suppliers and ensure all information is accurate • Ensure that all Cash transactions have been authorised. • Timeous resolution & follow up on all Accounts Payable (AP") queries of all stakeholders. • Accurate loading of suppliers banking details on banking platform currently ABSA. • Provide supporting documentations for external, internal and procurement audits. • Accurate reconciliation of all suppliers and resolution of outstanding transactions. • Forward remittance advices and proof of payment to suppliers after completion of payments. • Filing of all AP Documents after payments according to the agreed filing procedures. • Ensure that all the purchase requisitions (RPO) are converted to purchase orders ("PO) within 24 hours and change the dummy suppliers on the RPO (Travel). • Process all AP transactions (Invoices, credit notes and adjustments) with corresponding documents. • Ensure that invoices are approved in accordance with the levels of authority before posting on financial accounting system currently Great Plains ("GP"). • Ensure that suppliers are paid on agreed payment terms and no unpaid invoices older than 60 days. • Preparing of monthly report for supplier cash requirements. • Monthly reporting on creditors ageing analysis, commenting on all items over 60 days. • Monthly reporting and following up on all open purchase requisitions and purchase orders. • Accurate loading of all accounts payable supplier's payments on both GP and ABSA banking platform. • Provide report on an annual basis of supplier database.



5. Experience & Expertise (Typical educational qualifications & experience)

a. Educational background

- 3-year diploma or degree qualification in finance or accounting is essential.

b. Experience (years and nature)

- Minimum 3 years' creditors experience with complex and big accounts is essential.

6. Critical Competencies

Competencies

- Customer service orientation
- Computer Literacy (Intermediate Excel and Accounting Packages)
- Accuracy and attention to detail
- Understanding of basic accounting principles
- Time management
- Organizational skills
- Problem Solving Skills
- Accounts payable process