

## Job Specification

Job Title	Creditors Clerk
<b>Category</b>	3 Year Contract Position
<b>Division</b>	Finance
<b>Reporting To</b>	Financial Accountant (Creditors)
<b>Job Level</b>	Paterson Grade B4
<b>Job Purpose Statement</b>	To provide an effective accounts payable function to the organisation to ensure that creditors are paid accurately and on time, ensuring that the most beneficial payment terms are applied.
<b>Key Performance Areas</b>	<p><b>To monitor the accounts payable process</b></p> <ul style="list-style-type: none"> <li>● Perform and monitor the accounts payable process effectively in accordance with policies and procedures from receipt date of an Invoice to payment date.</li> <li>● Maintaining register of invoices and credit notes.</li> <li>● Obtain relevant approval/signatures for invoices and credit notes.</li> <li>● Match and validate purchase orders, invoices, credit notes and where applicable, delivery notes to ensure accuracy and prevent duplicate payments.</li> <li>● Review and validate best payment option taking early payment discounts, payment and credit terms into consideration.</li> <li>● Create payment vouchers.</li> <li>● Allocate payments on Pastel Evolution from the creditors control account to the individual creditors account.</li> <li>● Monitor the 30 day time frame to ensure it is met.</li> <li>● Review and update the supplier (Creditors) database periodically to ensure complete and accurate valid information.</li> <li>● Load new suppliers on Pastel Evolution.</li> <li>● Update creditors Masterfile and liaise with Pastel Consultants.</li> <li>● Prepare all creditors master file amendments.</li> <li>● Maintain invoice request template for user department.</li> <li>● Generate an open purchase order report.</li> <li>● Capturing and updating of Suppliers BBEE Status on Pastel.</li> </ul>

	<b>Documentation archiving</b>	<ul style="list-style-type: none"> <li>● Efficiently file all supplier invoices in a systematic manner.</li> <li>● Implementing controls and monitoring the movement of all invoice packs.</li> </ul>
	<b>Prepare creditors reconciliation</b>	<ul style="list-style-type: none"> <li>● Liaising with Suppliers to resolve any creditor queries.</li> <li>● Solve invoice discrepancies effectively and timeously.</li> <li>● Track payments in order to control that the suppliers are effectively paid.</li> <li>● Accurately reconcile creditor's ledger to supplier statements for all allocated suppliers.</li> </ul>
	<b>Expenditure Analysis</b>	<ul style="list-style-type: none"> <li>● Compile a monthly expected expenditure analysis in order to generate accruals.</li> <li>● Analyse invoices received and if do not get an invoice then have to raise an accrual.</li> </ul>
<b>Qualifications, Knowledge, Skills and Competencies Required</b>	<ul style="list-style-type: none"> <li>● Diploma in Financial Accounting, or similar</li> <li>● A Degree in Financial Accounting or similar, will be an advantage</li> <li>● Knowledge of PFMA and Treasury Regulations, will be an advantage</li> <li>● Minimum of 3 years' experience in a creditors control environment</li> <li>● Experience in using Sage Evolution Accounting System (or similar accounting system)</li> <li>● High level of computer literacy in MS Office, specifically with Word and Excel skills at intermediate level</li> <li>● Knowledge of creditors control, reconciliations, invoices and payment methods</li> <li>● Good interpersonal skills with the ability to deal with different stakeholders and difficult situations</li> <li>● High levels of energy and resilience</li> <li>● Very high level of ethical behaviour and confidentiality</li> <li>● Highly effective verbal and written communication skills</li> <li>● Excellent customer service orientation</li> <li>● High level of analytical ability and attention to detail to ensure accuracy</li> <li>● Highly developed and demonstrated teamwork skills</li> <li>● Excellent planning and organising skills</li> <li>● Ability to work under pressure and meet tight deadlines</li> <li>● Self- motivated</li> </ul>	
<b>Employment Equity</b>	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>	

<b>Recruitment and Selection Process</b>	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"><li>● Shortlisting of CVs based on minimum requirements of the role;</li><li>● 1<sup>st</sup> Round Panel Interview;</li><li>● Psychometric Assessment/s;</li><li>● Verification Checks;</li><li>● 2<sup>nd</sup> Round Panel Interview, if required.</li></ul>
<b>Verification Checks</b>	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"><li>● Criminal;</li><li>● Credit (position of trust) and Financial dealings, if relevant to position;</li><li>● Qualifications;</li><li>● Reference Checks;</li><li>● South African citizen; and</li><li>● Positive verification of current remuneration package.</li></ul>
<b>Remuneration and Benefits</b>	<p>R204,586 – R286,397 Annual Package on a total cost to company basis. Non-guaranteed performance bonus. 20 Working days leave per annum.</p>
<b>Application Forwarding Details</b>	<p><a href="mailto:HR@dubetradeport.co.za">HR@dubetradeport.co.za</a></p>