



VACANCY ADVICE

ACCOUNTS PAYABLE CLERK

Sun Slots Shared Services (RF) (Pty) Ltd would like to recruit a Cape Town based Accounts Payable Clerk. The ideal candidate will be a self-driven and focussed individual, with at least 3 years' relevant experience. This position reports to the Financial Manager, Sun Slots Shared Services (RF) (Pty) Ltd.

RESPONSIBILITIES OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:

- Ensure that the accounts payable function operates efficiently and effectively
- Perform monthly reconciliation of all creditors accounts within specified deadlines
- Process accruals at month-end for outstanding invoices
- Maintain relationship with suppliers to reduce lead times and ensure service delivery
- Process intercompany invoices and accruals within specified deadlines
- Management of purchase orders e.g. review long outstanding purchase orders for validity
- Ensure that payments and banking documentation is prepared timely and accurately
- Ensure all expected payments are communicated to accountant for cash flow analysis and projection
- Maintain supplier banking details on internet banking profile
- Ensure correct capturing of fixed asset invoices and that all payments for fixed asset purchases are made in accordance with the companies fixed asset purchase policy
- Review of the controlled stationery reconciliation and processing of journals within specified deadlines
- Ensure all insurance claims are dealt with in a timely manner and all supporting documentation is completed
- Review of petty cash reconciliation and GL accounts for reallocations
- Identify and communicate any excessive expenditure and/or possible cost savings
- Maintain supplier database and certificates for B-BBEE purposes (including the compilation of required quarterly scorecard reports)
- Compliance with all company policies and procedures

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED

- Grade 12 and an accounting degree/diploma
- 2 years' experience as a creditors clerk/bookkeeper would be advantageous
- Proficiency in MS Word, MS Excel and Outlook
- English with a regional language would be advantageous
- Well organized and pro-active approach
- Strong numeracy and analytical skills
- Great Plains accounting system experience would be advantageous
- High respect for confidentiality
- To manage and meet deadlines
- To maintain good quality standards and service levels
- Attention to detail
- The ability:
 - To express potential through adaptability, initiating action, work standards, innovation and stress tolerance
 - To interact effectively through communication, building customer loyalty and trust, managing conflict, negotiation and gaining commitment
 - To achieve goals by contributing to team success, follow-up, and facilitating change

Interested parties should email a detailed CV to recruit@sunslots.co.za by end of business on, Wednesday, 04 December 2024.

Equity

Preference will be given to applicants from designated groups in line with the provisions of the employment Equity Act, No. 55 of 1998, as amended, Sun Slots internal recruitment policy and unit specific employment equity plans

POPIA Statement

Please note that when applying for any position, reference checks will be completed and personal information as defined in the Protection of Personal Information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the Privacy Statement

Please note that should you not be contacted within 1-month after the closing date of this advertisement, please accept that your application has been unsuccessful