



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC02171/21</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Manager: Accounts Payable</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>D1</b>
<b>SALARY</b>	<b>:</b>	<b>R 466 344 – R 777 240</b>
<b>REPORT TO</b>	<b>:</b>	<b>Senior Manager: Finance Operations</b>
<b>DIVISION</b>	<b>:</b>	<b>Finance</b>
<b>Department</b>	<b>:</b>	<b>Financial Accounting</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To provide management with financial solutions, advice, and support to ensure that the Accounts Payable environment operates in an effective and efficient manner to achieve the company strategic objectives including its financial sustainability.

### Key Responsibility Areas

- To implement, review and monitor the accounts payable strategy and policy ensuring that SITA develops and implements best suited accounts payable interventions, programmes and processes;
- To design, implement and review accounts payable processes in the organization's operating systems to ensure that processes are adequate, functional and conform to industry standards;
- To manage and empower staff to enable them to deliver on their performance goals to ensure the department achieves its objectives;
- To compile departmental risk assessments and implement action plans or/and internal controls to manage risks to acceptable levels and address audit concerns timely to ensure a smooth audit;
- To develop, implement and manage Operating Level Agreements (OLA) and manage services in line with said OLA;
- To compile and control all resources (assets, people and budget) to ensure departmental adherence to the organizational parameters; and
- To develop, review and finalize required reports to stakeholders.

### Qualifications and Experience

**Minimum:** Finance related Degree and/or National Diploma (NQF 6/7).

**Experience :** 5 – 6 years relevant experience in Finance. 2 years of supervisory and/or management experience would be an advantage.

### Technical Competencies Description

**Knowledge of:** Generally Recognised Accounting Practice (GRAP); Knowledge of operating and capital budget concepts; Understanding of relevant legislation, including PFMA and Treasury regulations; Knowledge of Financial

Reporting and Analysis, Risk Management and Control, & Tax Accounting; Ability to review processes and draft appropriate policies and procedures; Human Resources management; Identification of and management of risk; Implementation and monitoring of internal controls; Oracle experience and knowledge will be a strong advantage; System processes; Ability to plan, monitor, and analyse receipts; Ability to analyze reporting information and recommend corrective action; Ability to make an informed decision; Experience in preparing financial schedules including the relevant annual financial statement disclosures. Skills: Business Analysis; Business Writing; Financial Accounting; Management Accounting; Customer Experience; Communicating and Influencing; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem Solving; and Decision-making. Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Disciplined; and Resilience.

#### **Other Special Requirements**

N/A

#### **How to apply**

Kindly send your CV to: [Malebo.recruitment@sita.co.za](mailto:Malebo.recruitment@sita.co.za)

#### **Closing Date: 13 April 2021**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant's documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be considered.
- CV's sent to incorrect email address will not be considered