



VACANCY

REFERENCE NR	:	VAC02170/21
JOB TITLE	:	Supervisor Accounts Payable
JOB LEVEL	:	C4
SALARY	:	R 304 836 – R 508 060
REPORT TO	:	Manager Accounts Payable
DIVISION	:	Finance
Department	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To effectively administer all the relevant functions within the Accounts Payables environment.

Key Responsibility Areas

- To review and approve supplier invoices and payment reconciliations;
- To administer all requests impacting the department;
- To review monthly supplier reconciliations;
- To manage the general ledger accounts and Accounts Payables module;
- To effectively supervise subordinates;
- Develop, coordinate and implement the relevant policies, procedures and Operating level agreements;
- To compile required reports for accounts payable.

Qualifications and Experience

Minimum: Matric plus a Finance related degree or National Diploma (NQF Level 6).

Experience : 3-4 years accounts payable and /or finance experience.

Technical Competencies Description

Knowledge of: Generally Recognized Accounting Practice (GRAP) and other financial and accounting principles; Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision; Ability to draft OLA's, policies and procedures; OLA management. Knowledge of Customer Services. Skills: Business Writing; Customer Relationship Management; and Financial Accounting. Interpersonal/behavioural competencies: Active listening; Attention to Detail; Analytical thinking; and Disciplined.

Other Special Requirements

N/A

How to apply

Kindly send your CV to: Malebo.recruitment@sita.co.za

Closing Date: 14 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