



## VACANCY

REFERENCE NR	:	VAC00750/23 & 0316/21
JOB TITLE	:	Accounts Payable Officer X2
JOB LEVEL	:	C3
SALARY	:	R 334 527 – R 501 790
REPORT TO	:	Supervisor: Accounts Payable
DIVISION	:	Finance
DEPT	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To implement the timely and accurate monthly processing of supplier invoices and reconciliations to ensure that suppliers are paid in line with payment terms.

### Key Responsibility Areas

- Timely and accurate processing of supplier invoices to ensure that payments are affected as per payment terms;
- Implement policies and procedures for the environment to ensure compliance;
- Prepare Suppliers statement reconciliation to ensure accuracy and completeness of SITA's liabilities;
- Manage the risk relating to allocated suppliers; and
- Critically analyse and assess the status of suppliers.

### Qualifications and Experience

**Required Qualification:** Grade 12 plus Finance related 3-year National Diploma (NQF 6).

**Experience:** 3-4 years relevant experience in a financial environment.

### Technical Competencies Description

Good knowledge of: Generally Recognized Accounting Practice (GRAP); Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision.

### Other Special Requirements

N/A.

### How to apply

1. To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://www.eservices.gov.za) and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;

4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

**CV`s sent to the above email addresses will not be considered.**

**Closing Date: 21 June 2022**

**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 applicants 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