



VACANCY - 2181

REFERENCE NR	:	VAC00289/26, VAC00290/25 & VAC00291/26
JOB TITLE	:	Accounts Payable Officer X3
JOB LEVEL	:	C3
SALARY	:	R 351 254 – R 526 880
REPORT TO	:	Supervisor: Accounts Payable
DIVISION	:	Finance
DEPT	:	Financial accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal only)

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. 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

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process.

1. Register using your ID and personal information
2. Use received one-time pin to complete the registration
3. Log in using your username and password
4. Click on "Employment & Labour"
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour"
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

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

Closing Date: 05 March 2025

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.