



VACANCY - 3109

REFERENCE NR	:	VAC00337/27
JOB TITLE	:	Accounts Payable Officer
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 & 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 Area

- Timely and accurate processing of supplier invoices to ensure that payments are effected 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

Minimum: Grade 12 plus Finance related 3-year National Diploma (NQF 6)

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

Technical Competencies Description

Knowledge of: 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 egovsupport@sita.co.za OR call 080 1414 882

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

Closing Date: 16 September 2026

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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.
- 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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.