



## VACANCY

|                        |   |                                      |
|------------------------|---|--------------------------------------|
| <b>REFERENCE NR</b>    | : | <b>VAC00337/27 &amp; VAC00338/27</b> |
| <b>JOB TITLE</b>       | : | <b>Accounts Payable Officer X2</b>   |
| <b>JOB LEVEL</b>       | : | <b>C3</b>                            |
| <b>SALARY</b>          | : | <b>R 351 254 – R 526 880</b>         |
| <b>REPORT TO</b>       | : | <b>Supervisor: Accounts Payable</b>  |
| <b>DIVISION</b>        | : | <b>Finance</b>                       |
| <b>DEPT</b>            | : | <b>Financial accounting</b>          |
| <b>LOCATION</b>        | : | <b>SITA Erasmuskloof</b>             |
| <b>POSITION STATUS</b> | : | <b>Permanent (Internal/External)</b> |

### 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.
- Managing supplier queries and resolving any discrepancies.

### 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](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 06 March 2026**

#### **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.
- 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.