



## VACANCY

REFERENCE NR	:	VAC00594/23
JOB TITLE	:	Manager: Accounts Payable
JOB LEVEL	:	D1
SALARY	:	R 531 759 – R 797 639
REPORT TO	:	Senior Manager: Finance Operations
DIVISION	:	Finance
DEPT	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To provide management with financial solutions, advice, and support to ensure that the Accounts Payable environment operates in an effective and efficient manner to achieve the company strategic objectives including its financial sustainability.

### Key Responsibility Areas

- To implement, review and monitor the accounts payable strategy and policy ensuring that SITA develops and implements best suited accounts payable interventions, programmes and processes;
- To design, implement and review accounts payable processes in the organization's operating systems to ensure that processes are adequate, functional and conform to industry standards;
- To manage and empower staff to enable them to deliver on their performance goals to ensure the department achieves its objectives;
- To compile departmental risk assessments and implement action plans or/and internal controls to manage risks to acceptable levels and address audit concerns timely to ensure a smooth audit;
- To develop, implement and manage Operating Level Agreements (OLA) and manage services in line with said OLA;
- To compile and control all resources (assets, people and budget) to ensure departmental adherence to the organizational parameters; and
- To develop, review and finalize required reports to stakeholders.

### Qualifications and Experience

**Required Qualification:** Finance related Degree and/or National Diploma (NQF 6/7) Finance related.

**Experience:** 5 – 6 years relevant experience in Finance. 2 years of supervisory and/or management experience would be an advantage

## Technical Competencies Description

Good knowledge of Generally Recognised Accounting Practice (GRAP); Knowledge of operating and capital budget concepts; Understanding of relevant legislation, including PFMA and Treasury regulations; Knowledge of Financial Reporting and Analysis, Risk Management and Control, & Tax Accounting; Ability to review processes and draft appropriate policies and procedures; Human Resources management; Identification of and management of risk; Implementation and monitoring of internal controls; Oracle experience and knowledge will be a strong advantage; System processes; Ability to plan, monitor, and analyse receipts; Ability to analyze reporting information and recommend corrective action; Ability to make an informed decision; Experience in preparing financial schedules including the relevant annual financial statement disclosures.

**Technical Competencies:** Business Analysis, Business Writing, Financial Accounting, and Management Accounting.

**Leadership Competencies:** Customer Experience, Communicating and Influencing, Honesty, Integrity and Fairness, Planning and Organising, Creative Problem Solving, and Decision-making.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Disciplined, and Resilience.

## 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