



VACANCY

REFERENCE NR	:	VAC00911
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 Area

- 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.

Qualifications and Experience

Minimum: Finance related Degree and/or National Diploma (NQF 6/7)

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

Technical Competencies Description

Knowledge of: 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.

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: 10 August 2023

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. 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.