



VACANCY - 3112

REFERENCE NR	:	VAC00784/27
JOB TITLE	:	Supervisor Accounts Payable
JOB LEVEL	:	C4
SALARY	:	R 409 935 – R 614 903
REPORT TO	:	Manager Accounts Payable
DIVISION	:	Finance
Department	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To effectively administer all the relevant functions within the Accounts Payables environment.

Key Responsibility Areas

- To review and approve supplier invoices and payment reconciliations
- To administer all requests impacting the department
- To review monthly supplier reconciliations
- To manage the general ledger accounts and Accounts Payables module
- To effectively supervise subordinates
- Develop, coordinate and implement the relevant policies, procedures and Operating level agreements
- To compile required reports for accounts payable.

Qualifications and Experience

Minimum: Matric plus a Finance related degree or National Diploma (NQF Level 6).

Experience : 3-4 years accounts payable and /or finance experience.

Technical Competencies Description

Good knowledge of: Generally Recognized Accounting Practice (GRAP) and other financial and accounting principles; Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision; Ability to draft OLA's, policies and procedures; OLA management. Knowledge of Customer Services.

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

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

Closing Date: 25 September 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 a 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.