

JOB TITLE – Creditors Clerk

Position reports to : Accounts Payable Supervisor
Direct Reports : N/A
Office Location : Adapt IT Durban Campus

PURPOSE OF THE POSITION

To provide the accurate accounting and processing of supplier invoices and to assisting the Finance department with all aspects of the accounts payable function and related administration.

The incumbent is required to work under considerable pressure at times, particularly at month ends and year-end.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- To accurately capture supplier invoices in the accounting systems in order to effect valid, complete and timeous creditor payments
- Ensure invoices processed are appropriately authorised in terms of the company's delegation of authority policy and are supported by the appropriate PO's and supporting documentation
- Ensure all supplier invoices are allocated correctly in terms of IFRS
- Prepare creditor reconciliations between the supplier ledger, supplier statement and supplier invoices on a weekly and monthly basis before each payment run
- Prepare and submit remittance advices to suppliers after each payment run
- Ensure completeness and administration of all supplier invoices and payment batches
- Ensure all supplier balances on the creditors age analysis are complete and are within the approved payment terms
- Ensure expense accruals raised are valid accurate and complete

DESIRED SKILLS, EXPERIENCE AND QUALITIES:

Education & Qualification

- Matric
- National Diploma in Accounting
- Knowledge of SAGE X3 or similar accounting packages
- 3 to 5 years' experience in accounts payable
- A detailed knowledge of accounting procedures, computerized accounting principles of internal control, and VAT is essential
- Demonstrated ability to interface successfully at multiple organisation level
- Literate in Microsoft Excel



- High level of numeric skills

Personality Attributes

Attributes

- Excellent communication: good interpersonal and communication skills and able to communicate clearly.
- Excellent administrative skills: Be able to work with a high level of accuracy.
- Be able to work under pressure: Deadlines are very tight, accurate reporting is a must.
- Supplier focus: Respond and deal effectively with suppliers.
- Team work: Must be able to work as part of a team. Must be able to work reliably and responsibly with internal and external colleagues.
- Results driven
- Self-driven
- Assertive nature
- Logical thinker
- High levels of initiative
- Work independently, with a high degree of responsibility

Driving Value

- *Actively seeking and implementing opportunities to maximize value in any aspect of the business.*
- Setting a culture of continuously striving for better performance
- Challenging the current state in order to seek real improvements

Leading People

- *Motivating and developing people to deliver superior results in a responsible manner*
- Building and maintaining effective culture
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

Leading Self

- *Taking responsibility and accountability for own behaviour, performance and development*
- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required



Contact Person: [Quraisha Moola](#)

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