



ACCOUNTS PAYABLE CLERK – FINANCE X3 **B2 – B3**

As part of the S189 Restructure process, the above vacancies have become available.

As an Accounts Payable Clerk the successful incumbent will be responsible for ensuring completeness of creditor's ledger and validity of recorded liabilities and the preparation of applications for foreign currency payments and completion of credit application forms from suppliers

Responsibilities:

- Support customers, Inter-region, Inter-department.
- Liaise with Departmental Heads for outstanding invoices
- Follow up on invoices and credits due
- Payment terms and settlement discounts with creditors
- Completion of new credit application forms from suppliers
- Ensure that invoices are processed with correct authorisation in terms of company policy
- Ensure that invoices are processed with company order attached (Purchase order)
- Take ownership of creditors allocated to you;
- Attending regular one on one meetings set up by the supervisor and providing feedback and action plan on all outstanding recons
- Regular reconciliations of your creditor accounts to ensure all invoices; payments, and credit notes have been processed
- Ensure invoices match to order - number of items, price etc
- Invoices sent to departmental heads with GRN and order for authorisation and coding
- Follow up with department head if time delays
- Capture authorised invoices into SAGE system
- Reconcile Payment listing to suppliers statement
- Reconcile Creditors aged analysis to General Ledger control account
- Individual Creditors balances per aged analysis to supplier statements, follow up for outstanding invoices and clear reconciliations
- Payments correctly posted to cash management
- Reconcile Creditors payments as per Creditors Payment Policy,
- Capture payments in CATS or any other bank and reconcile batch totals - weekly & monthly
- Process payments Daily, weekly and monthly
- Prioritise and complete tasks within deadlines.
- Prepare correcting journal entries for supplier transactions
- Ensure all payments are remitted timeously.
- Send all proof of payments to internal and external stakeholders
- Generate Creditors Age Analysis
- Manage Creditors Ledger
- Ensure correct allocation of cost and vat to the cost codes
- Other duties as detailed by the Supervisor from time to time, in accordance with skills levels

Minimum Requirements

- Matric with Bookkeeping Certificate.
- 2 years creditors experience.

Required Competencies

- Must have the ability to think creatively.
- Be a self - starter that shows initiative and ability to work independently.
- Be extremely motivated and driven to work in a highly pressurised fast pace environment.
- Be highly flexible working long, irregular hours nightshift, weekends and public holidays
- Be prepared to travel long distances across the province and country.
- The ability to work under constant deadlines pressure

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All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06th November 2024** to Human Resources at : vacanciescape@corporateservice.co.za