



ACCOUNTS PAYABLE SUPERVISOR – FINANCE **C4 – C5**

As part of the S189 Restructure process, the above vacancy has become available.

As an Accounts Payable Supervisor the successful incumbent will be responsible for managing the full cycle of accounts payable activities, month-end accruals, and GL reconciliations as well as liaise with Auditors in matters concerning Accounts Payables.

Responsibilities:

- Communicate with Regional offices staff and other SSC divisions.
- Communicate with Creditors.
- Communicate with Auditors.
- Ensure invoices are processed as per proper authorisation process in terms of company policies.
- Ensure invoices are processed with company order attached unless contracted cost or services e.g., telephone account or electricity account.
- Prepares documentation for approval of new creditors by Financial Controller, and loads creditor once authorised.
- Supervision of Creditors clerks and entire Accounts payable process.
- Review and approval of creditors control account reconciliation.
- Review and approval of all creditor's reconciliations.
- Ensure each payment of creditors account contains a reconciliation to suppliers' statement.
- Verification function of EFT payments on CATS system (or any other applicable banking system).
- Authorisation of creditors payment recons before payment.
- Reconcile monthly Payables aged analysis to General Ledger.
- Handling staff issues -e.g. training, attendance, discipline and ensure company policies and corporate governance is adhered to.
- Prioritise workflow to meet deadlines (journals - recons - payments - provisions).
- Month-end closure - Accounts Payable.
- Assess & analyse problems & resolve them.
- Undertake daily system maintenance, updates, back-ups and report generation in line with IT instructions and approval.
- Together with SSC FM and Group Financial Controller, discuss daily working capital requirements.
- Daily submission of fund request for approval by SSC FM.
- Assisting with auditors' requests.
- Adhere to all company and departmental policies and procedures.
- Continuous improvement of credit control processes and procedures.
- Other duties as detailed by the SSC Finance Manager from time to time, in accordance with skills levels.

Minimum Requirements

- Certificate in Bookkeeping/Accounting
- 3 years' experience in a Finance department and at least 2 years at a supervisory level

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