

The Creditors Clerk will be responsible for the full creditor's function of the organization and ensure that all creditors are paid accurately and timeously.

<b>Reports To:</b>	<b>GROUP FINANCE MANAGER</b>
<b>Qualifications and work experience</b>	<ul style="list-style-type: none"><li>▪ Matric</li><li>▪ <b>Minimum 2 - 4-year creditors experience</b></li><li>▪ Must have Syspro experience</li><li>▪ Strong focus on complying with controls as well as SOPs</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>▪ Driven, motivated and hands on approach</li><li>▪ Diligent, efficient and focussed on accountability</li><li>▪ Proactive on tasks and prospective issues</li><li>▪ Good communication skills</li><li>▪ Works well under pressure</li><li>▪ Attention to detail</li></ul>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Check the inbox daily and mail tray regularly to ensure documents are processed correctly in Syspro.</li><li>▪ Set up new supplier and employee accounts in Syspro and on the internet banking system by following new supplier procedures.</li><li>▪ Obtain appropriate authorisation for all supplier invoices and employee expenses, prepare and submit all recons to the Group Finance manager as per the deadlines.</li><li>▪ Prepare payment runs and post payments in Syspro to reflect bank activity.</li></ul>

	<ul style="list-style-type: none"><li>▪ Ensure all suppliers are paid accurately and on time.</li><li>▪ Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements in a timeous manner.</li><li>▪ Respond to supplier and colleague's queries in an appropriate and timely manner.</li><li>▪ Ensure accounts payable records are filed correctly and efficiently.</li><li>▪ Ensure a high level of communication both internally and externally (suppliers)</li><li>▪ Identify areas where processes could be made more efficient and offer solutions.</li></ul>
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