

VACANCY
FINANCE DEPARTMENT

An opportunity has become available in the Finance department for an **Accounts Payable Clerk**, reporting to the **Financial Controller**.

The successful incumbent will be based at Lanseria International Airport.

PRIMARY PURPOSE OF JOB

Responsible for the processing of supplier accounts and outgoing payments in compliance with financial policies and procedures, ensuring data integrity, performing day to day financial transactions, including verifying, classifying, and recording accounts payable data, as well as any other administrative tasks as requested.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- Full Creditor's function - Reconciling statements to accounts payable trial balance, payment preparation and loading on Nedbank, sending of remittance advices, resolving queries.
- Follow-up on all vendor queries and escalate issues to supervisor as relevant.
- Knowledge of the VAT Act (requirements of a valid tax invoice), performing review of information on the invoice versus SARS requirements
- Understand the difference between invoice and quote/pro-forma and the different treatment thereof.
- Maintain open purchase orders, open receipt / not invoiced reports (GRN Trial balance)
- Ensure all invoices are recorded and paid timeously.
- Processes Delivery Notes promptly.
- Identify actions and clear unmatched transactions before the following month end to ensure that only goods received are paid and obtain credit notes where needed.
- Managing/monitoring of creditors age analysis.
- Managing and monitoring of recurring spend.
- Clear reconciling items before next payment is due or the following month end, whichever comes first.
- Follow up on all outstanding invoices as per supplier's statements as well as outstanding statements.
- Process all allocated supplier payments accurately and timeously, including ad hoc/urgent weekly payments.
- Generate reports detailing accounts payables status.
- Processing on ACCPAC, including creating new vendor codes for new suppliers based on approved vendor applications received.
- Able to work independently with minimal supervision.
- In depth knowledge of the procurement process
- Required to manage at least one direct report including the review of the work performed daily by the direct report.
- Transparent communication with the other departments with regards to monthly deadlines and payment cycles
- Punctuality and timekeeping is of utmost importance, ensuring that batched are ready for review and handed to the Financial Controller within a reasonable time to allow for review notes and adjustments before approval.
- Be able to handle statutory auditors and their audit requests, providing information within a reasonable time and professional manner.
- Admin and filing.
- Ad hoc duties as required.

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE:

- Matric (Grade 12)
- A degree/ diploma in Finance or equivalent.
- Three – Five years relevant experience as an Accounts Payable Clerk.
- Proficiency in ACCPAC, with minimum 3 years' experience, especially working with the Accounts Payable module.
- Proficient in MS Excel and Word.
- Excellent numerical and reconciliation skills.
- Able to work well under pressure.
- Staff management experience advantageous.

PRIMARY COMPETENCIES & REQUIREMENTS:

- Accuracy
- People Skills
- Excellent organizational skills
- Time-management abilities
- Excellent interpersonal skills
- Excellent writing and communication skills
- Problem-solving
- Decision-making
- Strong ethics



APPLICATIONS

Applications with a covering shortened CV must be submitted to careers@lanseria.co.za by the closing date of **8 November 2023**.

Internal and External candidates will be considered. No late applications will be accepted.

Should candidates not be notified of the outcome of their applications within 14 days of closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.