

ACCOUNTS PAYABLE CLERK – FINANCE

Description

REF NO: APC-FIN 07/2024

SALARY LEVEL 6: R255 450. PER ANNUM

Requirements:

A diploma in Financial Accounting, coupled with (2) years of relevant experience. A Bachelor of Commerce in Accounting will be an added advantage. Experience on Sage 300 accounting system, as well as proficiency in MS Office. Team player with a customer-centric approach. Analytical Skills. Knowledge of Accounting standards in GRAP. •Must be a South African citizen.

Duties:

- Preparation of payments requisition before payments are issued.
- Processing of payments through EFT or any approved method of payment.
- Ensuring completeness and accuracy of the requisition and payment documentation, including proper authorizations thereon.
- Filing of documents according to the established procedures, systems and management directives.
- Facilitation of deposits into the creditors/payees bank account, in appropriate circumstances.
- Capturing of monthly payroll ACB payments and any ad hoc payments relating to payroll.
- Capturing of source documents/transactions onto the financial system.
- Adherence to policies and procedures of CGE, PFMA and relevant legislation
- Assist in providing information to Auditor General and Internal auditors
- Assist in capturing additions and disposal of assets surrounding the asset management of the CGE.
- Conduct asset verification in all CGE occupied buildings, update asset register and prepare an asset register reconciliation bi- annually.
- Assist in loading of the approve budget on the Sage system.
- General administrative duties that may be assigned by management, from time to time.

Applications

It is mandatory that an applicant submit the following:

- Motivational letter and Comprehensive CV.
- Certified copies of ID and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.

The above-mentioned documents must be sent via email to: recruitment@cge.org.za

Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification. The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and

Hiring organization

Commission for Gender Equality

Job Location

CENTRE: HEAD OFFICE
-JOHANNESBURG

Date posted

August 26, 2024

Valid through

09.09.2024

maintenance of fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens.

For enquiries (Not Applications), contact Ms. Mesele Matlala – HR Manager at Tel: 011 403 7182 or 063 356 2354

Closing date: 09 September @17h00

No late applications will be accepted.