

**CREDITORS CLERK: C1  
FINANCE DIVISION**

**ITHALA SOC LIMITED  
REFERENCE NUMBER: NN18047**

**An exceptional opportunity awaits a dynamic individual with the right qualifications and experience to manage supplier relationships**

**The successful candidate's duties will include the following:**

- Ensure distribution of documents, i.e. receive invoices daily and date stamp and forward to relevant departments for approval
- Checking of invoices and orders ensuring accuracy
- Ensure appropriate expenses are allocated to Business Unit using account listing
- Ensure that invoices are accurately allocated and prepared for payment and distinguish between opex and capex.
- Ensure that SCM policy is adhered to.
- Control and monitor batching of invoices, ensuring that information is completed on input sheets including object account, business unit, creditors name, invoice number, date, order number and address book number.
- Ensure that payments are split into payment with voucher match prior to batching.
- Ensure all stop payments on creditors' cheques and petty cash reimbursement are dealt with as and when required and journal entries are processed.
- Ensuring that VAT is claimed on an appropriate apportionment basis.
- Prepare and process general journal entries.
- Ensure all supplier accruals are accurately raised at month end.
- Prepare creditors' reconciliations and identify and action unreconciled items.
- Control and monitor batching of invoices , ensuring that information is completed on input sheets including object account, business unit, creditors name, invoice number, date, order number and address book number
- Provide information to internal and external auditors within requested time frame. Timeously resolve internal and external audit queries.

The following **minimum** entry requirement must be met in order to be considered for this position:

- Grade 12
- Diploma in Accounting or equivalent
- A minimum of two (2) to three (3) years working experience in creditors environment
- Supply chain management and project management experience
- Sound knowledge of principles of good internal controls.
- Computer literacy in MS Office Suite.
- Knowledge of utilizing computerized spreadsheets to perform various analyses
- Good communication and negotiation skills.
- Sound telephone etiquette
- Excellent numerical skills
- Knowledge of Ithala policies and procedures and General Office Administration

**All short listed applicants will be subjected to references and credit checks**

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT**

**CLOSING DATE: 06 July 2018**

Interested applicants must forward a detailed CV; certified copies of qualifications and id document by e-mail to [hr\\_recruitment1@ithala.co.za](mailto:hr_recruitment1@ithala.co.za) kindly also include a motivation of how you meet each of the entry requirements listed above and quote the reference number for the position. You may fax these to **086 567 5367**.

Please note:

- **ONLY INTERNAL APPLICATIONS WILL BE CONSIDERED.**
- Late applications and applications with no reference number will not be considered
- E-mail users are requested to set the delivery option on both “return receipt” and “confirm delivery”.
- Correspondence will be limited to short-listed candidates.
- All short-listed applicants will be subjected to assessments, reference and credit checks.
- If you have not been contacted within 1 month of closing date of the advertisement, please accept that your application has been unsuccessful.