

**POSITION NUMBER** : 60067223  
**JOB TITLE AND LEVEL** : CREDITOR'S CLERK (C2)  
**REPORTS TO** : CREDITOR'S SUPERVISOR  
**LOCATION** : PRETORIA (HEAD OFFICE)  
**POSITION STATUS** : PERMANENT

#### **Purpose of the Job**

Responsible for reconciliations, preparing and capturing of invoices from suppliers and handling of internal and external queries.

#### **Job Responsibilities**

- Pre-audit and capturing (Park and Post) of creditor invoices including Tax invoice, funeral claims, settlements from risk management for authorisation approval including budget check and overrun, signature of all parties
- Creation of vendor master records on SAP after checking for completeness and correctness.
- Returning invoices that cannot be paid to the relevant Business Units and advice why they could not be processed and handling all queries in respect thereof.
- Ensure the capturing of invoices, credit notes, and goods received notes also relevant supporting documentation
- Handling and resolving internal and external queries
- Assisting the supervisor to preparing and capturing of journals
- Preparing of vendor reconciliation as per vendor statement of account
- Matching of invoices to supporting documentation (Goods Received Note and/or Order)
- Responding to ad hoc requests from supervisor/manager
- Prepare general ledger reconciliations and follow up on outstanding items over benchmark.
- Reversal of duplicate invoices
- Submission of Key Performance Indicators (KPI's) information relating to invoices received, invoices processed and queried to Supervisor
- Assist in drawing documentation on special requests from forensic/ investigations
- General administrative duties (via receipt and distribution of invoices, flight tickets, filing, photocopying, open mail, etc.)

#### **Qualifications, Knowledge and Experience**

##### **Qualifications and experience**

- Diploma in Accounting or equivalent
- National Diploma and bachelor's degree in accounting or equivalent will be an added advantage
- 5 years' Banking experience in a similar position.
- SAP Creditors module experience

##### **Knowledge and understanding of:**

- Understanding of basic bookkeeping and accounting payable principles
- Thorough knowledge of applicable statutory requirements, e.g. VAT Act and PFMA
- Thorough understanding of accounts payable functions.

## Skills and attributes

- Excellent accounting skills, Excellent verbal and written communication skills, Proficient in accounting software and Microsoft Office Suite or related software, Excellent Excel and Word skills, Analytical and attention to detail / accuracy, Supervisory skills, Assertiveness, Motivational skills, Conflict management/ Diplomacy, Planning and monitoring skills, Organising skills.

## How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentSN@Postbank.co.za](mailto:RecruitmentSN@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

## Closing Date

**23 September 2024**

## Disclaimers

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If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.