

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Finance		Date: 13 May 2022
Job Title:	Accounts Payable Officer	
Reporting to:	Chief Financial Officer	
Job Grade:	C2	
Duration:	Permanent	

Brief Outline of Duties:

To provide an effective and efficient accounts administration function by ensuring that invoices are received and processed timeously.

KEY PERFORMANCE AREAS (Among others)

1. Creditors Management.
2. Financial Administration.
3. Cash Flow Management.
4. Claims Management (Outgoing Mission Expenditure).
5. Audit Coordination.
6. Budget Monitoring.
7. Asset Management
8. Debtors Control.
9. Lease calculations.
10. General Administration.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- National Diploma in Accountancy or equivalent qualification.

KwaZulu-Natal Office

Trade & Investment House, 1 Arundel Close,
Kingsmead Office Park, Durban, 4001,
South Africa
PO Box 4245, Durban, 4000, South Africa
+27 (0) 31 368 9600
+27 (0) 31 368 5888

Gauteng Office

Financial Place, 99 George Storrar Avenue,
Groenkloof, Pretoria, 0181
+27 (0) 12 346 4386/6763
+27 (0) 12 346 4774
info@tikzn.co.za
www.tikzn.co.za / www.exportkzn.co.za

DIRECTORS: C M Cronjé (Chairperson), L C Z Cele (Deputy Chairperson), G W Bell, U Maharaj, E B Mkhize, S K Mpungose, D Naidoo, E M Nkosi, K S Shandu, N S T Matjie (CEO), Z M Msomi (CFO)



Experience:

- Minimum 2 -3 years' financial management experience
- Accounting and SAP experience is essential.
- Bookkeeping and online banking experience would be advantageous.

PROFESSIONAL COMPETENCIES

- Understanding of financial accounting and invoicing would be advantageous.
- Knowledge of office administration.
- Relevant knowledge of South African legislation.
- Proficiency with the Microsoft Office suite, specifically Excel.
- A proven ability to work methodically, pay attention to detail and use initiative in solving problems.
- Participates in proactive team efforts to achieve departmental goals.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Must possess a high level of moral judgment for handling confidential information and monetary transactions.
- A flexible and accommodating approach to variations in workload and tasks

Closing date: 03 June 2022 @ 00h00.

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to hr1@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for these positions. Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)