



SOUTH AFRICAN TOURISM

ACCOUNTS PAYABLE OFFICER

An exciting and challenging opportunity for an aspiring Accounts Payable Officer with outstanding academic achievements exist within the Financial Management Business Unit at the South African Tourism's Head office in Sandton.

PURPOSE OF THE JOB

To provide timeous and accurate recording of the organisations expenditures ensuring vendors/suppliers are paid on time in an accurate and efficient manner consistent with the overall guidelines and regulations.

KEY OUTPUTS

Accounts management

- Oversee the timely processing of expense recording and payments in accordance to the applicable regulations.
- Prepare the supplier reconciliations as per the assigned delegations.
- Proactively resolve any accounts related queries or vendor inquiries' as per assigned delegation.
- Ensure inter and intra company transactions are accurately accounted for.
- Month end and year-end closing processes and procedures.
- Conduct year-end adjustments.
- Process invoices on accounting system.

Payments

- Check accuracy of invoices and supporting documents submitted for processing.
- Load weekly EFT payments as per assigned staff schedule.
- Conduct inter/intra company payments.
- Book and accurately process foreign supplier payments

Supplier and stakeholder management

- Check accuracy of invoices against supplier statements
- Check the accuracy of supplier invoice against AP sub ledger trial balance.
- Resolve all supplier queries.
- Corrections: standard voucher and journal entry corrections.
- Load banking details and confirming accuracy thereof.
- Submit proof of payment and remittance to suppliers after payment has been affected.
- Liaise with suppliers to clear any reconciling items



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Reporting

- Run monthly age analysis reports and sub reports.
- Report on the clean-up process of items that are aging greater than 30 days.
- Reporting on debit balances.

QUALIFICATIONS AND EXPERIENCE

- Diploma in Accounting.
- Minimum of 3 years' experience in an accounts payable environment is essential.
- Strong proficiency in Microsoft excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity.

KNOWLEDGE AND UNDERSTANDING OF:

- Relevant legislation and regulatory requirements including PFMA and Treasury Regulations.
- ERP Financial system: ORACLE

Visit us @ www.southafrica.net

Please send your detailed CV to : finance@southafrica.net

Closing date : **13 May 2022**

No late applications will be accepted.

Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.