



SOUTH AFRICAN TOURISM

ACCOUNTS PAYABLE OFFICER x2

The following vacancy exists for an Accounts Payable Officer in the Finance Business Unit, reporting to the Financial Administration Manager at Head Office in Sandton. If you possess the required skills and experience, we invite you to apply.

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 with the applicable regulations.
- Prepare the supplier reconciliations as per the assigned delegations.
- Proactively resolve any accounts-related queries or vendor inquiries as per the 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 the 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 subledger trial balance.
- Resolve all supplier queries.
- Corrections: standard voucher and journal entry corrections.
- Load banking details and confirm 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 or equivalent.
- 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 : **24 November 2025**

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.