



An exciting and challenging opportunity exists for an energetic and enterprising individual to fill the following position within the Swarthland Group

CREDITORS CLERK

Type of employment: Permanent (3 months probation)

Job Grade: Patterson B-Band

Division: Finance

Location: Moorreesburg

Reference: CCMRB/240060

Main Purpose of the Job: Reporting directly to the Financial Manager, the incumbent will provide administrative assistance and clerical support services related to the creditors' function of the company.

Minimum requirements: ▪ South African Citizen ▪ Grade 12 ▪ relevant qualification in administration/accounting would be advantageous ▪ 3-5 years experience in a similar role ▪ SYSPRO experience is advantageous ▪ Willingness to work overtime as and when required ▪ Must reside within 40 km of Moorreesburg (willingness to relocate).

Key performance areas (inclusive but not limited to): ▪ Execute all administrative functions accurately in an effective and efficient manner ▪ Capture, maintain and reconcile monthly creditor's invoices and statements ▪ Prepare, capture and process payments to creditors ▪ Submit proof of payments and remittances to all suppliers for payments made ▪ Prepare, capture and reconcile monthly credit card purchases and statements ▪ Report and comment on outstanding items on creditor age analysis ▪ Prepare, process and reconcile petty cash for all branches ▪ FICA ▪ Organise and file all financial documents produced and received in a timely and organised filing system ▪ Compile and maintain accounts payable records by checking and approving purchase orders for payment ▪ Prepare invoice deduction notices, as and when necessary ▪ Answer all vendor inquiries.

Critical Competencies (must be able to perform to be appointed): ▪ Demonstrate the ability to perform creditor reconciliation and remittances ▪ Proven ability to utilize Finance systems accurately and efficiently.

Knowledge, skills and competencies: ▪ Sound knowledge and understanding of accounting principles ▪ Strong understanding of creditors function ▪ Knowledge of SYSPRO ▪ Excellent verbal and written communication (English and Afrikaans) ▪ Excellent analytical, problem solving and organisational skills ▪ Proficiency in MS Office (Outlook, Excel, Word) ▪ Proven ability to manage own workload, set and meet deadlines ▪ Proven ability to operate independently with minimum levels of supervision as well as to function well within a team ▪ Attention to detail ▪ Excellent Customer Service ▪ Good interpersonal skills ▪ Highly administrative and diligence focused ▪ Structured and organised ▪ Self reliant, flexible, energetic and confident ▪ Must be able to work under pressure ▪ Ability to recognise issues and use initiative to identify and discuss proposed solutions ▪ Accuracy ▪ Sound time management skills.

If you are committed to delivering world-class manufacturing services, ascribe to Swarthland's shared values set and your credentials meet the minimum requirements of the position, you are kindly invited to forward your applications to hr@swarthland.co.za, quoting the reference number, notice period, current & expected salary.

Closing Date: 16 August 2024

Note: Applications must be submitted on the Company Application for Employment Form, obtainable from reception at the relevant location indicated on the advert, and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. Where a valid driver's licence is a requirement, applications must attach a certified copy of such licence. If you have not been contacted within one (1) month of the closing date, please consider your application unsuccessful. Successful candidates may be required to undergo competency assessments and where applicable a technical exercise that intends to test relevant technical elements of the job. Please note there is a size restriction of 2MB per mail on our firewall.

Applications sent to the wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

Swarthland's commitment to transform and embrace diversity is what drives us to achieve a diverse workplace with employment equity as a key goal to create an inclusive workforce. In achieving our employment equity goals, we give preference to applicant from designated groups, and we encourage people with disability to apply.

Swarthland Investments (PTY) Ltd. reserves the right not to make an appointment.

At Swarthland we have a track record spanning over seventy years. Like our founder, we believe that our success is largely attributed to our ongoing initiative, innovative people and unwavering team spirit.