

# CREDITORS' CLERK

## ROLE PROFILE

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	CLOSING DATE	20 January 2022
OPERATION	Mbuyelo Mining Contractors (Pty) Ltd	JOB LEVEL	C Lower
LOCATION	Johannesburg		
DISCIPLINE	Finance		
REPORTING STRUCTURE: Accountant			
<b>ROLE SUMMARY (PURPOSE)</b> In accordance with Mbuyelo Mining Contractors (Pty) Ltd objectives, the Creditors Clerk is responsible for the accurate processing of all creditor transactions.			
<b>KEY WORK OUTPUTS AND ACCOUNTABILITIES</b>			
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Entering, maintaining and reconciling monthly creditor's invoices and statements;</li> <li>• Preparing requisitions and process payments to creditors</li> <li>• compile and maintain accounts payable records by checking and approving vouchers for payment</li> <li>• Prepare invoice deduction notices, as necessary</li> <li>• Answer all vendor inquiries.</li> <li>• Analyse vendor accounts and negotiates extended terms with vendors when cash is restricted.</li> <li>• Print all accounts payable reports and maintains all accounts payable files.</li> <li>• Prepare analysis of accounts, as required and assists in monthly closings.</li> <li>• Assist with compilation of BBEEE requirement for procurement.</li> <li>• Bank capturing and bank reconciliation.</li> </ul>		
<b>Qualifications/ Experience/Skills/ knowledge</b>	<ul style="list-style-type: none"> <li>• Matric with Accountancy and Mathematics is essential</li> <li>• Degree/Diploma or equivalent would be an added advantage</li> <li>• Knowledge of SAP</li> <li>• Knowledge of Microsoft Office-Outlook, Word and Excel is essential</li> <li>• Certificate of Fitness</li> <li>• +5years' experience</li> <li>• A valid driver's license</li> <li>• Medically fit to perform this role</li> </ul>		
<b>Additional information</b>	<ul style="list-style-type: none"> <li>• Mbuyelo Mining Contractors (Pty) Ltd shall apply the Employment Equity principles as set out in Company's Employment Equity Policy</li> <li>• Incomplete CV's and/or applications will not be considered.</li> <li>• If you do not hear from the Company within <b>21 days</b> after the closing of the advert, please consider your application to be unsuccessful.</li> <li>• Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying.</li> </ul>		
<b>Closing date</b>	The closing date for applications: <b>20 January 2022</b>		
<b>Contact details</b>	e-mail applications to: <a href="mailto:hr.mmc@mbuyelo.com">hr.mmc@mbuyelo.com</a>		