

| <b>VACANCY</b>  |   |
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| <b>Job title:</b>   | Creditors Clerk x 2   |
| <b>Type:</b>  | Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>  |
| <b>Main purpose of the job:</b>   | To carry out accounting and administrative duties such as the processing and payment of creditor's invoices, reconciliation of statements and follow-up on creditors. |
| <b>Location:</b>  | Parktown  |
| <b>Closing date:</b>  | 12 February 2024  |
| <b>Submit detailed CV to:</b>   | <a href="mailto:vacancies45@witshealth.co.za">vacancies45@witshealth.co.za</a>  |
| <b>Advert reference number:</b>   | Creditors Clerk   |
| In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. |   |

**Key performance areas**

- Processing of all accounts payable functions.
- Effective processing of month end tasks.
- Ensure that proper information is maintained for historical purposes such as effective filing and retrieving of information.
- Ensure correct supplier information captured on X3 according to required standards.
- Preparation of creditor reconciliations.
- Ensure compliance with Foreign Exchange Requirements.
- Adherence to systems, procedures, and policies, including accounts payable functions to company guidelines and address any deviations.

**Required minimum education and training**

Grade 12

Relevant certificate in Accounting, Bookkeeping or Finance will be advantageous.

**Required minimum work experience**

Minimum 1-year creditors experience

**Desirable additional education, work experience and personal abilities**

- Must have exceptional organizational and administrative skills together with working knowledge of Microsoft Office, especially Excel.
- Ordered and systematic in approach to tasks.
- Must be meticulous and pay high attention to detail.
- Able to prioritize own workload and work towards deadlines.
- Self - motivated, able to work independently and work as part of a multidisciplinary team.
- Confidentiality, tact and discretion must be maintained at all times.
- Willingness to work overtime.

Should you be interested in applying for this vacancy, please send an email to [vacancies45@witshealth.co.za](mailto:vacancies45@witshealth.co.za) The subject heading of the email must read **Creditors Clerk**. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV.