



INTERNAL VACANCY

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|---------------------------|---------------------------------|---------------------|---------|
| VACANCY | ADMINISTRATOR: ACCOUNTS PAYABLE | DIVISION | FINANCE |
| TYPE OF EMPLOYMENT | PERMANENT | CLOSING DATE | |
| GRADE | C-LOWER | 10 May 2021 | |

PURPOSE OF THE POSITION

- ✓ The purpose of the position is to maintain, manage and reconcile paperwork received from multiply sources.
- ✓ To know the suppliers and be alert to fraud.
- ✓ To reconcile local, foreign and COD supplier accounts.
- ✓ Manage queries from internal and external customers within the time frame.
- ✓ Process all allocated supplier payments accurately within the agreed terms, conditions, and allocate transactions to approx.1000 account codes.
- ✓ Analyse specified GL accounts.

MINIMUM QUALIFICATION

- ✓ Preference will be given to a candidate with a Tertiary qualification (degree, diploma or national certificate) in Finance.

SKILLS AND ATTRIBUTES

- ✓ Computer literacy – MS Office Package.
- ✓ SAP.
- ✓ Financial accounting knowledge - Up to trial balance.
- ✓ EFT knowledge - able to process and check EFT payments and fraud management.
- ✓ Vendor list knowledge - know the suppliers and be alert to fraud.
- ✓ Administrative knowledge - able to manage administrative duties effectively.
- ✓ Fraud identification knowledge - able to identify fraudulent practice with creditors.
- ✓ Foreign payments - able to independently initiate and prepare foreign remittance documents.
- ✓ Communication skills– able to converse at all levels of people.
- ✓ Honesty, integrity, and confidentiality.
- ✓ Positive Attitude and Resilient.

- ✓ Banking systems (FNB & ABSA) domestic and foreign.
- ✓ People skills - Able to get the best out of people and build good relationships with internal and external stakeholders.
- ✓ Communication skills - An ability to converse with all levels of people from accountants, lawyers to production staff.
- ✓ Administration skills - able to manage paperwork received from multiple sources (external and internal).
- ✓ Time management able to meet strict deadlines whilst under pressure.
- ✓ Customer / supplier management - To maintain Rand Refinery and departmental good reputation.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate with a minimum of 5 years in accounts payable.
- ✓ 450 active vendors- value of R25m per month and 20 active foreign vendors.
- ✓ VAT knowledge - Understanding and ability to apply principles of applicable VAT legislation to correctly claim input VAT.
- ✓ Experience in reconciliations, general ledger, journals, and knowledge of Input Ensuring Rand Refinery values of Ubuntu, People, Sustainable Wealth, teamwork and SHEQ.

MAJOR RESPONSIBILITIES

- ✓ Confirming New Vendor Documentation and Vendor amendments with Independent authorities.
- ✓ Collate supplier invoice to statement, capture invoice to a Rand Refinery Order to create a month end payment.
- ✓ Perform creditor reconciliation to statement and email remittance.
- ✓ Understand the process of a 2- and 3-way match on SAP.



- ✓ Manage and prepare local and foreign payment with SAP process.
- ✓ Prepare ABSA online for foreign payments, request forex from Treasury, email-supporting documents to Absa bank, and clear foreign payments against bank.
- ✓ Prepare FNB online for local payments.
- ✓ Resolve all supplier queries within a period of 30 working days.
- ✓ Determine provisions and process journals.
- ✓ Perform general ledger recons, provision, accruals and summaries of specified GL accounts within month end timeline.
- ✓ Prepare and assist Internal and External Auditors with required documentation.
- ✓ Be able to work under pressure in an accounts environment with stringent timelines, internal and external customer concerns and queries.
- ✓ Adherence to the Accounts Payable policies and procedures.
- ✓ Ensuring Rand Refinery values of Ubuntu, People, Sustainable Wealth, teamwork and SHEQ.
- ✓ Reporting to Coordinator Accounts Payable.
- ✓ Applications are to be submitted in writing on the approved internal vacancy application form. The approved internal vacancy application form (CV's may be attached) and forwarded to Nonkululeko Simelane, nonkululekos@gold.co.za, HR Department.
- ✓ Kindly provide proof of qualifications and experience.
- ✓ Consideration will be given to the Rand Refinery employment equity policy as part of the selection process.
- ✓ Please note that should you not be contacted for an interview; please consider your application as unsuccessful.

SALARY

- ✓ Salary and benefits will be negotiated in line with relevant experience and qualifications.

APPLICATION PROCESS