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| **JOB TITLE: Creditor Administrator** | | | **SALARY GROUP: Administrator** | | | | | | **LOCATION:**  **PRASA CRES : HO** | | | | |
| **DEPARTMENT**: **Finance** | | | **POST NUMBER** : **To be advised** | | | | | | **REFERENCE**: **R&S/HO-FIN/19/08/2014** | | | | |
| **Mission:** To monitor and control the Municipal payments to ensure that the authorised requests are correct as per property ownership, accurate and in accordance with the policies and procedures and authorised as per official delegated levels of authority in order to process the payments and minimise interest charges Fixed Asset Register. | | | | | | | | | | | | | |
| **OUTPUTS**: | * Prompt processing of documents for payment. * Monitor accuracy of data on SAP system. * Administration management, including accurate record keeping and filing. * Perform reconciliations including vendors and general ledger reconciliations, monthly and as when required. * Resolve queries from various stakeholders promptly and diligently. * Verify that transactions comply with financial procedures and policies. * Prepare batches for data entry in the system. * Maintain listing of accounts payable. * Maintain updated vendor files. * Manage own performance and development. * Manage risk associated with the tasks assigned thereby keeping information confidential. * Adherence to deadlines and reporting calendar. * Execution of duties with minimal supervision. * Perform other ad hoc duties. | | | | | | | | | | | | |
| **KNOWLEDGE:** | **SKILLS:** | | | | **ATTITUDES:** | | | | | **CAPABILITIES:** | | | |
| * Business Management * Property Management * Administration Management * Basic knowledge of PFMA and Property Rates Act * Audit Principles and practices | * Financial acumen * Communication skills * Attention to detail * Quality focus * Problem solving * Sound judgement * Continuous development, learning and growth | | | | * Results orientated * Reliability * Customer oriented * Initiative * Values and integrity * People oriented | | | | | Minimum Requirements  * Grade 12 with * National Diploma or Degree in Accounting or related qualifications * 3 -5 years finance experience * Computer literacy **(Excel, Word, PowerPoint, SAP)** | | | |
| ***Please apply by completing an internal application form and submitting this together with your complete CV and recently certified copies of Id and qualifications to: Senior Manager: HCM PRASA Corporate Real Estate Solutions, Office 711, 7th floor Umjantshi House, 30 Wolmarans Street, Braamfontein or*** [***RECRUITMENT.CRES@PRASA.COM***](mailto:RECRUITMENT.CRES@PRASA.COM)***;*** | | | | | | | | | | ***CLOSING DATE : 05 September 2014***  ***Should you not hear anything three (3) months from the closing date, please consider your application unsuccessful.*** | | | |
| **ISSUED BY RECRUITMENT AND SELECTION** | | **As per PRASA CRES Employment Equity Plan, this position is earmarked as follows:** | | MALE | | | | | | FEMALE | | | |
| **African**  **x** | | **Indian**  **x** | **Coloured**  **x** | **White**  **x** | | **African**  **x** | **Indian**  **x** | **Coloured**  **x** | **White**  **x** |