



## **CREDITORS CLERK (FOREIGN)**

(Payclass 06; 2x Posts)

### **Procurement and Payment Services Finance**

The Procurement and Payment Services Department at UCT is seeking to appoint a responsible and energetic person to the position of Creditors Clerk (Foreign) for appointment as soon as possible.

The successful incumbent will be responsible for the timely and accurate processing of all documents for payment to Foreign Vendors for goods and services rendered in accordance with the University Policy & Procedures.

#### **Requirements:**

- Matric (NQF4) with Accounting or an equivalent qualification.
- At least 2-3 years' experience in a similar role in a financial environment (medium to large establishment).
- Proven computer literacy in the use of MS Office at an intermediate level.
- A friendly disposition coupled with sound interpersonal and good communication skills (verbal and written).
- Excellent interpersonal, customer service skills and attention to detail.
- Demonstrated ability to work as part of a team and be flexible.
- The ability to work under pressure with meticulous accuracy in a deadline driven environment.
- Possess a high level of honesty and integrity in handling cash and finances.

#### **Advantageous:**

- Proven experience in SAP or equivalent ERP system.
- Experience at UCT or another higher education institution will be highly advantageous.

#### **Responsibilities:**

- Processing of documents for Foreign Payments.
- Resolving of customer queries
- Batching of documents for scanning
- Actively participate and contribute to the timely payment of Creditors
- Communication with all stakeholders' viz. internal customers in departments and vendors.
- Performing other duties, which may arise in supporting the Creditors team.

The annual cost of employment, including benefits (*where applicable*), is between R217,034 and R255,332.

**To apply**, please e-mail the below documents in a single pdf file to Mr Lance Jackson at [lance.jackson@uct.ac.za](mailto:lance.jackson@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 650 2241

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E21502

**Closing date:** 21 May 2021

*UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy)*

UCT reserves the right not to appoint.