**Finance Expense Creditors Clerk**

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| **MOTIVATION** |
| The Expense Clerk forms an integral part of the Expense team. Your core function is to ensure timely payment of suppliers and resolution of issues, and working as a business partner with the rest of the company to ensure that quality relationships with suppliers are maintained. |
| **JOB DESCRIPTION** |
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| **QUALIFICATION(S) AND EXPERIENCE** |
| QUALIFICATIONS   * Matric plus relevant work experience.   EXPERIENCE / KNOWLEDGE   * A minimum of 2 years creditors’ experience. * Knowledge of VAT and the requirements for a valid tax invoice. * Experience within a team dynamic would be advantageous. * Excellent working knowledge of MS Excel essential. * Excellent attention to detail. |
| **Technical and Behavioral Competencies** |
| TECHNICAL  Essential Competencies   * Strong computer skills: Microsoft Office suite (Outlook, Excel, Word), Oracle Financials. * Ability to interact confidently with superiors and suppliers. * Ability to handle and resolve client queries accurately and timeously. * Ability to co-ordinate and complete month-end functions. * Ability to work as part of team. * Prioritise work appropriately. * Ability to meet to tight deadlines/work under pressure.   **BEHAVIOURAL**   * Self-starter, self-motivated and self-managed. * Good communicator. * Organised, focused and goal-orientated. * Team Orientated. * Attention to detail. * Good energy and attitude. |