



Is looking for a head of creditors/Soek 'n hoof van krediteure

The position is based in the offices on the farm Kameelkop outside Groblersdal and reports to the Chief Accountant. Die pos is op die plaas Kameelkop in die Finansiële afdeling en rapporteer aan die Hoof Rekenmeester.

Job Description	Posbeskrywing
Maintain creditors accounts	Onderhou van krediteure rekeninge
General bookkeeping	Algemene boekhou
Allocation of payments to correct accounts	Allokeer betalings na korrekte rekening
Ensure source documents agree and are authorised	Verseker bron dokumente is akkuraat ingelees en gemagtig
Resolve queries	Krediteure navrae
Reports as required	Doen verslag soos benodig
Prepare invoices for payment	Berei fakture voor vir betaling
Filing	Liassering
Assist with annual statutory and BBBEE audits	Help met jaarlikse statutêre en BBBEE oudits
Process new account applications	Prosesseer nuwe krediteure aansoeke
Manage creditors clerks	Bestuur van krediteure klerke
Load payments	Laai betalings
Review all creditors reconciliations	Hersiening van alle krediteure rekonsiliasies
Journals	Joernaal inskrywings
Input into cashflow planning	Insette in kontanvloeï beplanning
Negotiate terms and discounts with creditors	Onderhandel met krediteure vir terme en afslag

Degree or diploma or relevant experience required/ Graad of diploma of toepaslike ondervinding is 'n vereiste.

Software experience: MS Office, SAGE Pastel Evolution, Working knowledge of Netcash payment platform, Unigro E-Accounts, FNB Online banking.

Sagteware ondervinding: MS Office, SAGE Pastel Evolution, Ondervinding op Netcash betalings platform, Unigro E-Accounts, FNB Online banking.