

**JOB PROFILE**

<b>JOB TITLE</b>	Creditors Controller: Travel		
<b>JOB GRADE</b>	B4	Minimum	Maximum
		R131 519	R177 938
<b>REPORTING TO</b>	Senior Accountant: Creditors		
<b>MAIN PURPOSE OF THE JOB</b>	Capturing invoices and making payments		
<b>NO. OF INCUMBENTS</b>	1		
<b>LOCATION</b>	National Office: Hatfield		
<b>REQUIRED MINIMUM EDUCATION</b>	<ul style="list-style-type: none"> <li>❖ Grade 12</li> <li>❖ Post Matric Qualification in accounting</li> </ul>		
<b>REQUIRED WORKING EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ To be able to perform the work independently, the person should have worked in a creditor administration function where the accounting procedures related to creditor administration were performed.</li> <li>❖ 2 year experience with managing travel creditors.</li> </ul>		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Processing creditors payments for travel</li> <li>❖ Performing Reconciliations for travel and follow-up on long outstanding invoices</li> </ul>		
<b>CRITICAL COMPETENCIES</b> (Must be able to perform to be appointed in the position)	<p>Able to demonstrate that he/she is able to:</p> <p>1: To evaluate request for payment against procurement procedures, accounting specifications and audit requirements and determine if it meets the requirements.</p> <p>2: Process creditor payments on the accounting system, activate payment requests and reconcile the creditor's accounts against proof of delivery.</p>		
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>❖ Accuracy</li> <li>❖ Pay attention to detail</li> <li>❖ Communication skills</li> </ul>		
<b>KNOWLEDGE AND SKILSS</b>	<ul style="list-style-type: none"> <li>❖ Knowledge of accounting package e.g. ACCPAC</li> <li>❖ Understanding of Seda's financial and procurement procedures</li> </ul>		

Closing Date: 20 February 2015

To apply, please send your application to [recruitmentfin@seda.org.za](mailto:recruitmentfin@seda.org.za)

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.