



DEPARTMENT: EXPENDITURE

CONTROLLER CREDITORS

Minimum Requirements: National Diploma (NQF6) with Accounting as a major subject • 2 years' experience in financial environment • Computer Literacy (MS Office) • Valid Code B driver's license • Good communication skills in two of the three official languages of the Western Cape

Preferred Requirements: B degree in Accounting with Financial Accounting as a major subject.

Duties will entail: Co-ordinates and controls the application of accounting procedures by attending to the processing, verification, and reconciliation of expenditure accounts • Generating and interpreting expenditure reports with a view to providing explanations on specific deviations. • Proceeding with adjustments and expenditure information processing sequences to ensure transactional records are accurate and correct • Performs specific tasks/activities associated with creditor accounts and the payment thereof • Co-ordinates and controls sequences associated with the verification and provision of information related to expenditure transactions • Performs specific tasks/activities associated with the processing and updating of transactional information with respect to specific Creditor Accounts on the financial system • Co-ordinating the recording and processing procedures of expenditure transactions • Provide information on the status of payments and specific procedures.

Competencies: Oral communication • Written communication • Organisational Awareness • Problem solving • Planning and organising • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • Interpersonal Relationships • Communication • Service Delivery Orientation • Action and outcome orientation • Resilience • Cognitive ability • Change readiness • Learning orientation • Impact and Influence • Team orientation • Direction setting • Coaching and mentoring.

T9 (Estimated CTC R462 505.04 p.a.)

Basic Salary: T9 (R 287 450.68 – R 373 129.04 p.a)

Enquiries can be directed to: **Mr H Damons at 022 701 7037**