



JOB RECRUITMENT PROFILE

Title	Creditors Clerk
Division	Corporate
Reporting to	Financial Manager
Start Date	ASAP
Nature of contract	Fixed-term Contract
Period	6 months
Location	Johannesburg

JOB DESCRIPTION

ATIO Corporate Division has a requirement for a Creditors Clerk. The incumbent will be responsible for delivering of Finance and Administration related services to ATIO's external customers and the Finance Department internal customers.

KEY RESPONSIBILITIES

Creditors' Book/s

- Update and accurate according to ATIO standards
- Ensuring timeous payment of suppliers (within payment terms)

Invoices

- Receive invoices and match to order
- Ensure invoice is properly authorized
- Once returned signed and coded, codes and signatures checked according to delegation of authority.
- Captured on Accpac
- Filing of all invoices and statements
- Urgent payments – recon to be done and process payment

Reconciliation's

- Accurate (monthly)
- In specified format
- AP Journals done for incorrect capturing
- Supplier queries followed up immediately

Resolution of Queries

- Queries to be resolved timeously
- Follow up on unresolved queries with relevant parties and customers



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Payments

- Prepare weekly payment lists
- Prepare monthly creditors payment files for review
- Load payments using ACCPAC system
- Prepare Expense claims and S &T payments.
- Delivery Relevant processes and policies to be documented
- Comprehensive filing system to be maintained
- Clean and accurate database to be maintained of General Administration

Finance Reports

- Inputs to be completed by deadline

SKILLS AND EXPERIENCE

- Excel course (non-negotiable)
- Good understanding of Purchasing cycle in a business
- Accpac Experience including creditor's module
- Detail Orientation
- Analytical ability
- Communication Skills (including business writing skills)

QUALIFICATIONS

- Diploma in Finance or related field (Advantageous)

CHARACTER TRAITS

- Ability to work under pressure
- Initiative
- Integrity
- Trust
- Team player

REFERENCES

References will be required to validate the above, at the request of ATIO.

REMUNERATION

Market related