

Accounts Payable Lead

Suitably qualified candidates are invited to send in their applications for the permanent position of the **Accounts Payable Lead** in the **Operations and Finance** Department.

The closing date for applications is **Wednesday, 23 January 2019**.

Please submit your applications to the Human Resources Department (careers@sarugby.co.za). Your application should be accompanied by your detailed CV with relevant requirements mentioned in the job description below.

Please note that preference will be given to a Black female/male candidate for this position.

JOB DESCRIPTION

1. Job Particulars:	
Job Title: Accounts Payable Lead	Department: Operations & Finance
Direct Reports: Senior Creditors Clerk 3 X Creditors Clerks	Travel Required: No
Reports to: Senior Financial Manager	Job Grade: C4
2. Purpose of Job:	
To ensure efficiency and the effectiveness of systems and processes in the Accounts Payable Unit of the Operations and Finance Department.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> • Ensure that the Account Payable (AP) database is accurate, current and complete; • Champion the purchase order process, follow up and report outstanding purchase orders; • Manage the Account Payable team; • Review and authorize foreign and local supplier reconciliations; • Ensure that all Account payable adjustment and manual payments are accurate, valid and duly authorized; • Assist with cash flow management by providing a forecast of payments due within established supplier repayment terms; • Ensure accuracy of supplier data. 	
4. Experience & Expertise (Typical educational qualifications & experience)	
<p>a. Educational background</p> <ul style="list-style-type: none"> • BComm degree/Financial Accounting diploma - Essential <p>b. Experience (years and nature)</p> <ul style="list-style-type: none"> • 5 – 8 years' experience in accounts payable (from processing of invoices to reconciliations and payment of suppliers and AP Masterfile amendments) – Essential • 3 – 5 years' experience of Cash flow management (indicating the business liability at a particular period) - Desirable • 3 – 5 years' experience of Purchase order system management - Desirable • 3 – 5 years' experience of Staff management – Essential 	

5. Critical Competencies

- Accounting processes and procedures
- Analytical skills
- Problem solving
- Partnership and Teamwork
- Interpersonal skills
- Planning and organising
- Communication Skills
- Financial reporting skills
- Attention to detail
- Time Management
- Accuracy

Kind regards

Human Resources Department