

## Vacancy

<b>Position</b>	:	<b>Foreign Creditors Controller</b>
<b>Location</b>	:	<b>SACO – Head Office – Accounts</b>
<b>Reporting To</b>	:	<b>Creditors Team Leader</b>

### RESPONSIBILITIES:

#### **Capturing/ Dumping of foreign creditors by...**

- Verifying 'approved creditors' invoices from the relevant branch to the Capturing or dumping.
- Reviewing all invoices for accuracy (ROE, Rand, Currency and Foreign amounts).
- Advising Team Leader of any discrepancies with the capturing or the dumps.
- Capturing of creditors invoices into Pastel Evolution within 2 working days of receipt.
- Printing of batches and checking for corrections.

#### **Reconciliation of Foreign Creditors by...**

- Responsible for all Airfreight and Sea Freight suppliers assigned to you.
- All creditors account assigned must be reconciled every month by the 25th irrespective if payment is going to be made or not.
- Requesting statements from all suppliers on a monthly basis.
- Ensuring that all creditors have been reconciled (monthly) from the statement to the Pastel.
  - Evolution's foreign age analysis.
- Investigating and resolving queries timeously.
- Ensuring that all relevant documentation is at hand to reconcile once supplier statement is received.
- Reviewing all invoices:
  - Approval from branches
  - Accuracy
- Preparing schedules and reconciliations (excel) for allocated creditors monthly and given to team leader for checking before due date.
- Ensuring that any unallocated payments are investigated and resolved timeously.
- Following up on all Unpaid supplier invoices from supplier statements and Pastel evolution twice weekly
- Advising Finance Manager of any non-compliance issues immediately.
- Ensuring that year end preparation of GL schedules and recons for the auditors is done timeously.
- Print and Review Age Analysis weekly for allocated supplier accounts.

#### **Preparation of payment of foreign creditors by...**

- Forward final reconciliation to the supplier for confirmation of payment amount.
- Final reconciliation to be submitted by the 25th of every month before sent to the senior for review.
- Ensure banking details given is valid and correct for the payment of the account.
- Ensure that relevant invoices and supporting document is attached to the payment to be forwarded to the bank.
- Scan in all foreign payment to the Team Leader for
- Ensuring payments are correctly captured and completely allocated on the day of payment.



- Ensuring that all payments are correctly allocated.
- Send payment confirmation and reconciliation to suppliers.
- Confirm with suppliers they have received the transfer within 3 working days after the payment has been made.
- Ensuring that filing is up to date at all times.

#### **Culture Accountability by...**

- Three EEE's.
- Deliverables and general performance discussion quarterly.
- Compliance to all HR policies, practices and administrative procedures.
- Monthly departmental meetings.

#### **SKILLS:**

- Must have the ability to use their experience, to apply lateral thinking within a variety of situations ensuring the opportunities are qualified and progressed within the department and the company.
- Must displaying the behavior of a leader, embracing the company culture of the Three EEE's both internally and externally.
- Must always comply with all company policies, practices, process, and procedures without exception.
- Must have sound knowledge and understanding of practices & processes within the accounting environment.
- Must have excellent communication both written / verbal at all levels.
- Must have organizational skills and effective time management skills.
- Must have good telephonic manners and consistent liaison skills.
- Must have the ability to use software applications such as Basic sage 200, MS Excel, MS Word and MS Outlook.
- Must have good accounts reconciliation skills.
- Must be able to resolve supplier disputes.
- Must be good with commercial arithmetic calculation.
- Must have the ability to prepare own correspondence.
- Must be able to work from home as and when required.
- Must be able to Self-manage.
- Must know general purchasing procedures.
- Must have Problem solving skills.

#### **REQUIREMENTS:**

- Minimum Grade 12 / Matric.
- Diploma / certification in accountancy.
- Minimum of 2 – 3 years general accounting exposure.

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**All applications must be accompanied by a copy of this advert and a full C.V of relevant experience.**