JOB VACANCY

Creditor's Clerk – Finance (Contract)

REUTECH
RADAR SYSTEMS
a Reunert company

KEY PURPOSE OF THE ROLE

Responsible for processing all accounts payable and ensuring accurate, efficient, and timely payments to creditors. Manages all local staff travel and subsistence advances and oversees balance confirmations and reconciliations for intercompany accounts payable transactions.

MAIN RESPONSIBILITIES

- **Invoice Management**: Monitor designated communication channels to identify, retrieve, and log all incoming invoices and statements from suppliers.
- **Data Capturing**: Process and capture all approved invoices against Goods Received Vouchers (GRVs) into the financial accounting system timeously, accurately, and to the correct General Ledger distribution.
- **Reconciliations**: Prepare comprehensive creditor reconciliations and proactively follow up on any unreconciled differences.
- **Payment Execution**: Ensure all creditors are paid strictly according to agreed payment terms, unless prior approval for deviation is obtained.
- **Vendor Onboarding**: Manage the administration, verification, and setup of new vendors on the system.
- **Financial Forecasting & Accruals**: Assist with the preparation of the Creditors Cash Flow Forecast and compile creditors' accruals for mid-year and financial year-end closures.
- **Account Maintenance**: Clear outstanding Goods Received Notes (GRNs) on the GRN suspense account and handle EFT/COD payments.
- **Intercompany Transactions**: List, track, and reconcile intercompany transactions and balances.
- **Advance Management**: Perform monthly reconciliations of the Local Advance General Ledger account.

MINIMUM REQUIREMENTS

- Grade 12 (National Senior Certificate).
- Minimum of 3 years' accounts payable/creditors experience within a manufacturing or engineering environment.

KEY COMPETENCIES

Knowledge

- Proficiency in MS Office (Excel, Word, Outlook).
- Syspro (or similar ERP system experience).
- Solid understanding of bookkeeping up to trial balance.
- Sound knowledge of VAT regulations and compliance.
- Extensive experience in complex financial reconciliations.

Skills and Abilities

- High level of accountability and absolute accuracy in data capturing.
- Strong communication and interpersonal skills for supplier relationship management.
- Excellent problem-solving abilities with strong attention to detail.
- Ability to multi-task, prioritize under pressure, and demonstrate emotional resilience when managing urgent vendor queries.

ABOUT REUTECH RADAR SYSTEMS

Reutech Radar Systems is a radar development company based in Stellenbosch. We develop radar systems and subsystems for the defence, security and mining industries, serving both local and international markets.

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CLOSING DATE

If you do not receive any feedback within 2 weeks of submitting your application, please consider your application unsuccessful. The company has the right to cancel or amend the vacancy as advertised.