

Sundry Creditors Controller

The above-mentioned position is within the Finance Department

- ❖ Location Gauteng Area, Rivonia

RESPONSIBILITIES INCLUDE:

- **Sundry Creditor Payment**
 - Prepare all payments for sundry creditors and expense claims timeously and accurately.
 - All monthly suppliers must be paid every month. Payments need to be prepared for no later than the last day of the month for monthly payments
 - Accrual of any monthly expense not paid
 - SUN journals must be done accurately, timeously and to the correct cost centre
 - Expense Claims to be paid every Friday
- **Status1, 2 & 3:**
 - Status 1, 2 & 3 must be done on all EFT's
- **Scanning and Filing:**
 - All journals and payments must be given to the scanning team every Monday to scan.
 - Filing of all documents
- **Assisting Direct Manager:**
 - Handle any task assigned to you by Management.
 - Relieve the assistant accountant when he/she is not available, therefore familiarize yourself with his/her portfolio
- **"SUN" Journals:**
 - Sundry creditor's journal must be done before payment is made and the expense must be allocated to the right expense and cost centre.
 - Ensure that invoices have not already been paid prior to capturing
 - All invoices must be authorized by the General/Divisional Manager of the relevant division.
 - Should expense be captured using the "Proforma invoice", it is the responsibility of the Sundry Creditors Controller to ensure that they collect the "Tax Invoice"
 - When capturing expense with VAT, to use only STS vat code on AGM
 - Ensure accruals processed for any monthly invoices not received within the month
- **"Tax Invoices":**
 - Check for the following information:
 - a)Company's VAT number
 - b)Supplier vat number (if vat vendor)
 - c)Supplier address and contact details
 - Ensure totals on invoice add up
- **AVS Checks:**
 - Ensure that confirmation of bank details received from new supplier and submitted to Cashbook department for AVS verification
- **BEE:**
 - Assist with collection of BEE certificates
 - Ensure that BEE certificate receive prior to loading new suppliers
- **Team Work:**
 - Assist with any task assigned to you by Management
 - Provide assistance to your team where necessary
 - Build a good team spirit with colleagues
 - Feedback as to whether tasks are completed in time and also attitude towards assisting others
 - Teamwork – assist your team as well as fellow colleagues as and when required
- **Age Analysis:**
 - Must run an age analysis on a weekly basis to ensure contra's are done
 - Run monthly age analysis and insert comments on all items with balances



- Print age analysis and insert in Month End File
- Ensure that the Age Analysis balances to the GL
- No sundry creditor must be in a debit balance
- **Queries:**
 - Unresolved queries to be escalated to Financial Accountant within 24 hours of not being resolved
 - Should you receive invoices for payments that have not been authorized within 24 hours of being received, ensure that you inform Financial Accountant
- **Buddy System:**
 - Ensure that the Assistant Accountants are familiar with your portfolio
 - Hand over prior to going on leave
 - Ensure that Financial Accountant is informed of who will be handling your responsibilities

EXPERIENCE and KNOWLEDGE REQUIRED FOR THE POSITION:

- **Matric Qualification**
- **Accounting degree/diploma (studying towards)**
- **2 years' experience in a similar role**
- Law and Government
- Basic Economics and Accounting principles and practices
- Microsoft Office

INTERESTED CANDIDATES should forward a comprehensive CV for the attention of: Recruitment

E-mail address: nthabi@sonovatehr.co.za

Or call 011 047 6327 or 011 436 9021