

**INTERNAL and EXTERNAL ADVERTISEMENT
WESIZWE PLATINUM LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER.**

Job Title	
CREDITORS CLERK	
Job Function	
Core / Support:	Support
Department:	Finance
Job Type:	Permanent
Location:	Bakubung Platinum Mine - Rustenburg
Role Description	
The Creditors clerk is accountable for the administration, maintenance and processing of all accounts payable data according to prescribed standards and requirements as well as reporting and reconciliation of accounts payable information. The role reports to the Financial Manager.	
Education and Experience Requirements	
<ul style="list-style-type: none"> • Grade 12 or equivalent NQF Level 4 qualification with Mathematics & Accounting / National Diploma in Accounting or equivalent qualification • At least 3-4 years' experience within the accounts payable function and administration environment • Accounting mining experience will be an added advantage 	
Job Requirements	
<ul style="list-style-type: none"> • Processing of creditors invoices and other related documentation • Matching of invoices to purchase orders and good received note before processing for payment • Reconciliation of balance per creditors ledger to creditors statements • Follow up with creditors to resolve differences • Perform checks to ensure that accurate payments are made • Run /draw /compile various reports to ensure accurate processing and reconciliation with creditors statements • Preparing of journal entries • Maintain files for all invoices, reconciliations, journals and other finance related documents • Assist team members in other administration tasks • Compile and prepare remittance advance for the vendor accounts payments twice every month • Compile payment reports twice a month • Compile the accrual report for the outstanding vendor invoices • Print and send out all remittance advices and proof of payments to suppliers after payments are done • Complete month-end capturing by working day 3 of every month to ensure timeous • Ensure vendor verifications are done for vendors with bank account changes in order for payments to be done to the correct banking details • Take necessary action to avoid the reoccurrence of problems • Identify any external resources required in solving the problem • Adhoc reporting and duties 	
Skills Required	
<ul style="list-style-type: none"> • Relevant Computer skills (MS Office) • Knowledge and understanding of SAP • Analytical & attention to detail • Working knowledge of accounts payable processes • Good reconciliation skills • Ability to work according to set procedures & policies • Knowledge & understanding of creditors principles • Problem solving skills • Good listener and committed to continuous learning and development 	
<p>Should you be interested in applying for this position, please send your CV with relevant qualification copies to Recruitment@wesizwe.com on or before the 02nd August 2024. Should you not hear from us within 21 days after the closing date of this advert, kindly consider your application unsuccessful. For telephonic enquiries: 014 004 1135</p>	