

Creditors payment team lead/ Manager performance areas:

1. Management of creditors payment team.
2. Review of creditors transactions – standard vouchers; third party payments and supporting documents.
3. Review Creditors EFT payments
4. Review creditors reconciliations
5. Review journals
6. Prepare vat computation and submit the vat return on efilng
7. Review open orders
8. Prepare the quarterly commitment (open orders) report
9. Analysis of control accounts

QUALIFICATIONS:

Minimum 3 year BCom or B Compt.

EXPERIENCE:

Minium of 5 years financial management and supervision experience.

Recent hands on vat return and computation experience, minimum 5 years.

Hands on Accounting package experience , preferable JD Edwards.

Excel.

Patterson level is D1.

Understanding of :

- Public Management Finance Act
- National Treasury Regulations
- VAT
- GRAP
- Supply Chain Management Act

Appointment for 3 months with an option to extend for a 2 months.

Commencement immediately.

Email: supplychainadmin@mrc.ac.za/ or submit quote on SAMRC website

under Supply Chain Management-Acquisition