

Job Description – Actom Electrical Machines

Title: Creditors Clerk

Reports to: Financial Accountant

Base at: Actom Electrical Machines, Aberdeen Road, Industrial Sites, Benoni, Accounts Office

Job purpose:

Verify and process suppliers' invoices for reconciliation and payment.

Key responsibilities and accountabilities:

1. Match invoices, delivery notes, purchase orders and goods receive notes to process on accounting system.
2. Check above documents for correctness (price, qty, date, Vat number, Co name & address, etc).
3. Reconciling of monthly statements and remittance advice within deadlines and resolve queries promptly.
4. Communicate effectively, professionally and courteously with suppliers when necessary.
5. Filling of all documentation.
6. Assist with other accounts related functions as and when required.
7. Process journals into General Ledger.
8. Answer telephones when other staff are out of the office.
9. Perform other office duties as required

Person profile – Creditors Clerk

Personality: Positive outlook, Friendly personality and ability to build harmonious working relationships and exercise good judgment. Able to get on with others and be a team-player.

Personal Situation: Must be mature and domestically secure. Able to commute reliably to office base.

Specific Job Skills: Attention to detail with a high level of accuracy.

Computer skills: Basic computer skills with knowledge of email and Excel. Knowledge of accounting package, SYSPRO an advantage but not a requirement.

Literacy and Numeracy: Understanding and application of basic maths. Able to work with percentages

Management Ability: Interpersonal skills so as to work as part of a team.