



CREDITORS CLERK – CAPE TOWN

Spark ATM Systems is an independent ATM deployer operating in South Africa, forming part of a global group of companies. The company is South Africa's premier independent ATM deployer, selling and installing convenience ATM's into retail, petroleum, leisure and hospitality locations countrywide.

The Company seeks a skilled and ambitious **Creditors Clerk** to join a dynamic financial team based in Paarden Eiland. The successful individual will be primarily responsible for a creditors function, including issuing of POs, 3-way match of PO, delivery note and tax invoice, recording of invoices, monthly reconciliations and payment processing.

ROLE AND RESPONSIBILITIES:

- Responsible for select large supplier accounts
- Full cradle to grave creditors function from receiving request for purchase (RFP), issuing of purchase orders (POs), maintaining an open POs status tracker, receiving of job cards or delivery notes (DN), reviewing invoices for validity, performing three way match of valid approved DN to PO and valid Tax invoice, capturing of invoices against POs once 3 way match is complete, issuing queries and enforcing controls where approvals are not forthcoming or invoices/DN do not match to POs issued, monthly account reconciliations and submission for payment
- Preparation for and assisting with the company's annual financial and BEE audits
- Timeous query resolution
- Assistance with general office admin and filing

PROFESSIONAL REQUIREMENTS:

- Matric and relevant financial tertiary qualification
- Minimum of 3 years' creditors experience
- Experience in Pastel Evolution is preferable
- Be a systematic, organized individual with the ability to strongly enforce controls
- Experience in the financial services industry is advantageous
- Fully computer literate
- Advanced Excel skills are required
- Be a reliable, proactive and hardworking individual

COMPETENCIES:

- Have a passion for excellence in all aspects of your career
- Possess people skills and a personal style that will establish credibility with internal and external suppliers alike
- Possess strong verbal and written communications skills
- Able to think-out-the-box, generate new ideas and implement them effectively



Powered by **CARDTRONICS**

- Be responsible, self-disciplined, reliable, systematic and have a high degree of personal integrity
- Follow procedures and have a structured approach to problem-solving
- Be organised, motivated and able to manage own time effectively

The company is offering a competitive salary and benefits, rewarding work environment, full product knowledge and exciting career growth opportunities for the right candidate. Remuneration is negotiable depending on your skills and experience.

Interested parties should email a concise CV and cover letter, outlining why you feel that you are suited to the position, with the subject line: CC0721 and your name to jobs@sparkatm.co.za.

By contacting Spark ATM, you acknowledge and agree Spark ATM has a legitimate business purpose to collect and process your personal information (as defined in Protection of Personal Information Act 4 of 2013 and any amendments thereto ("POPIA")) to review your application and to comply with its legal obligations.

Spark ATM will process your personal information in accordance with POPIA and in accordance with and the purposes described in Spark ATM's privacy notice available at www.sparkatm.co.za/privacy-policy/ (or as time to time subsequently amended). You hereby confirm that you have read and understood and agree with the terms of Spark ATM's privacy notice."

If you do not hear from us within 14 days from the date of application, please regard your application as unsuccessful. Only short-listed candidates will be contacted.

For more information visit www.sparkatm.co.za

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