

## JOB DESCRIPTION / RECRUITMENT FORM

<b>Job Title:</b>	Accounts Administrator
<b>Company:</b>	Globeleq South Africa Management Services
<b>Reports To:</b>	Accountant
<b>Direct Reports:</b>	None
<b>Location:</b>	Cape Town
<b>Employment Type:</b>	Permanent

### Main Purpose of Role

The role of the Accounts Administrator is to assist the Accountant with:

- The procure to pay process, including but not limited to vendor management, accounts payable, credit card and cash expense claims
- Maintaining the cash book

He/she will also ensure accuracy and compliance with company guidelines with regards to accounting and reporting policies and procedures.

### Main Responsibilities (this list is not exhaustive)

#### Vendor Management

- Creation of new vendors on the company systems and cloud based document management system.
- Collation of completed supplier accreditation forms with supporting documentation as required by the business
- Maintaining new and existing vendor information on the BEE/ED databases

#### Administration of Accounts Payables

- Liaising with vendors and the rest of the business regarding outstanding invoices, credit notes and queries on payments, within prescribed timelines
- Non-order invoices printed out for approval
- Match invoices
- Capture non-order and intercompany invoices
- Creditors recons
- Capturing of payments on excel upload sheet
- Preparation of forms for forex payments for online banking
- Distribution of remittance advices once payments are made
- Prepare creditors reconciliations
- Follow up on reconciling items

#### Credit Card Claims

- Manage the receipt and delivery of credit card statements from the bank to all relevant employees
- Capturing of all individual card holder statements onto accounting system.
- Manage the receipt and capturing (via manual journal) of all credit card claims from cardholders for the related expenditure for the month.

#### Cash Expense Claims

- Manage receipt of cash claims as well as capturing cash claims onto the accounting system.

**Bank Accounts Transactions**

- Capturing of transactions on accounting system after each payment run and capturing of receipts and payments not processed through a payment run e.g. bank charges and interest.

**Other accounting and administrative requirements in the department**

- Other ad hoc finance responsibilities in support of the Globeleq finance group, as appropriate.

**Skills / Competencies**

- Very high attention to detail
- Computer skills: MS Outlook, MS Word and MS Excel skills
- Delivery-orientated, able to manage time, prioritize and to adhere to strict deadlines
- Able to solve problems logically
- Good interpersonal skills
- Good teamwork abilities
- Excellent communication skills (written, oral)
- Able and willing to learn quickly
- Able to identify opportunities for process improvement
- Basic knowledge and understanding of BBEE reporting (advantageous)
- Comfortable working in a fast-paced and challenging environment

**Experience, Knowledge & Qualifications**

National Diploma, BTech, B Comm or similar qualification with Accounting or Finance as a major

2 - 3 years' **applicable** experience (in addition to in-service training, if applicable), in particular in:

- Administration of accounts payable and vendor management
- Preparation of bank and creditors reconciliations

Relevant working experience with an accounting package (e.g. SAP, Pastel, AccPac etc.)

Experience in a shared services environment is an advantage

Experience in a multi-company or multi-entity is an advantage

Experience in an asset-intensive organisation is an advantage

**Application process**

CV and cover letter, together with certificates and current salary details, to be emailed to [jobs@globeleq.co.za](mailto:jobs@globeleq.co.za) by **Friday 04th August 2017**.