

## Accounts Payable Administrator - Finance

### Purpose of the Role:

Reporting to the Finance Manager: DGC SA.

This position is responsible for creditors, payments and other ad hoc finance functions including, but not limited to, capturing of data, payments, month end reconciliations and general administrative duties.

The candidate the finance department is looking for a focused, self-motivated & dynamic individual to take on this role. The individual needs to be highly numerate, well organized and able to work to tight deadlines. Attention to detail is crucial.

### Duties include, but not limited to:

#### 1. Financial Reporting:

##### Monthly management reports

Operational expenses:

- Ensure that all supporting documentation is attached to invoices received for payment.
- Ensure invoices have correct authorization and descriptions to facilitate accurate posting in Navision and on-charging of costs to clients.
- Capture invoices received for payment into Navision and generate payment requisitions.
- Obtain proof of bank details for all changes to banking details or new Vendors (telephonically confirm).
- Upload payments onto the banking system and send for verification and release.
- Perform cross checks of banking and invoice information on other local entity payments prior to release.
- Match vendor invoices and payments in Navision.
- Prepare monthly Vendor reconciliations for approval (ensure reconciliations signed off after review).
- Ensure that VAT has been allocated appropriately.

Capital expenditure:

- Ensure all supporting documentation, approval and descriptions are attached to capex invoices.
- If assets purchased on your behalf, request underlying invoices and purchase orders.
- For IT assets, request asset serial numbers and locations.
- Ensure that VAT has been allocated appropriately.
- Capture assets in the fixed asset register.
- Issue asset tags where appropriate and agree to those recorded in Navision.
- Reconcile the fixed asset register to Navision.

#### 2. Corporate Governance:

##### Audits

- Preparation of internal and external audit files.
- Liaise with the manager regarding all queries from the external auditors.
- Resolve queries from external auditors in a timely manner.

### **3. Funds and Assets Management:**

#### **Cash flow**

- Run vendor open items reports weekly and request payment of open items due for payment.
- Check cash available for required payments.
- Ensure timeous supplier and intergroup payments.
- Prepare weekly payments, ensuring that the correct amounts and suppliers are paid.

### **4. Robust and Critical Systems and Controls:**

#### **Policies and procedures**

- Assist in the drafting of process notes detailing how and why monthly tasks are performed to ensure business continuity.

### **5. Financials Staffing:**

#### **KPI management**

- Effectively work as a team with relevant team members.
- Effectively communicate to manager and team members to ensure key deliverables are met on time and potential problems escalated.
- Communicates clearly and effectively at all levels; both internally and externally.
- Effectively feeds information to required members of the team to ensure all important updates are shared appropriately.
- Manages other's expectations appropriately and proactively communicates any potential problems.
- Bi-annual setting of objectives.

### **6. Ad Hoc:**

- Other ad hoc duties as may be required from time to time.

### **Areas of Responsibility:**

- All related transactions for DGC entities.

### **Essential Criteria:**

- Bookkeeping / Accounting qualification advantageous.

### **Desirable Criteria:**

- MS Office – Excel, Word, Access, Outlook
- Experience with any other accounting software

### **Personal Specifications:**

- Attention to Detail
- Accountability and execution
- Strong financial astuteness
- Good Interpersonal skills
- Control and efficiency with prioritization of tasks
- Able to multi-task and work under pressure.
- Good oral and written communication skills
- Must be able to use initiative and be proactive
- Accuracy and reliability with a High level of attention to detail
- Ability to plan and execute
- Team Player

## How to Apply:

All applications need to be submitted via [Workday](#)

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application.

- *Note this role is based in Cape Town, South Africa.*