



National Credit Regulator

*The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the Regulator to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:*

## Position: Creditors Officer Paterson Grade: C-Lower

### Requirements:

The candidate must have a three year degree or equivalent qualification majoring in Finance or Accounting, coupled with 3 years' relevant experience.

### Duties:

- Accurate and timely processing and payment of creditors.
- Handling enquires from suppliers.
- Ensure assigned creditors statements are reconciled each month.
- Ensure that creditors are paid timeously as per PFMA and NT regulations.
- Providing high level of customer service to internal and external stakeholders.
- Preparation of monthly journals.
- Preparation of monthly creditors reports to the CFO.

### Knowledge:

- Basic Knowledge of Generally Recognised Accounting Practise (GRAP)
- Financial Accounting knowledge in terms of ability to process transactions in general ledger.
- Knowledge of accounting processes and procedures
- Knowledge in preparation of supplier reconciliations
- Experience regarding the supply chain management processes in public sector environment

### Skills:

- Very high level of numerical and accuracy skills.
- Excellent written and verbal communication skills.
- Excellent literacy skills.
- Effective planning and time management.
- Excellent Interpersonal relations skills.
- Exhibit high level ethical conduct.
- Computer skills.
- Ability to handle pressure and be dead-line driven
- Flexible to learn other areas in the finance department.

### Closing Date: 20 March 2019

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [Recruitment@ncr.org.za](mailto:Recruitment@ncr.org.za)

*Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.*



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