



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: Junior Bookkeeper- Accounts Payable**  
**Paterson Grade: B-Upper**  
**Salary ranges from R 103 300 – R 185 900 maximum**

**Requirements:**

- The successful candidate must have a relevant post matric qualification with accounting as a major subject and preferably at least 1-year relevant experience.

**Duties:**

- Capturing of invoices in the Great Plains system.
- Accurate and timely processing and payment of creditors.
- Ensure assigned creditors statements are reconciled when preparing payments.
- Updating of the invoice register and supplier standard list.
- Providing high level of customer service to internal and external customers.
- Handling enquires from suppliers.
- Improve the efficiency of payment of suppliers within 25 days
- Provide for the proper recording of fixed assets.
- Respond to all audit requirements and address findings thereof.
- Perform monthly accounts payables sub-ledger, general ledger and reconciliation for accruals and provisions.

**Knowledge:**

- Basic Knowledge of Generally Recognised Accounting Practise (GRAP).
- Knowledge of accounting processes and procedures.
- Knowledge of accounting software- Great Plains will be an added advantage.

**Skills:**

- High level of computer literacy (Microsoft Office).
- High level of numerical and accuracy skills.
- Excellent written and verbal communication skills.
- Good interpersonal skills.
- Excellent Analytical skills.
- Exhibit high level ethical conduct.
- Ability to handle pressure and be dead-line driven.
- Flexible to learn other areas in the finance department.
- A strong customer focus.

**Closing Date: 15 February 2023**

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: [COM-recruitment@ncr.org.za](mailto:COM-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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