



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:

Junior Bookkeeper: Accounts Payable (Finance)

Requirements:

- The successful candidate must have a relevant post matric qualification with accounting as a major subject and preferably at least 3 years relevant experience.

Duties:

- Ensure all invoices are approved as per approval framework.
- Prepare monthly payment report.
- Obtain and process invoices to correct accounts codes.
- Ensure that all suppliers are paid on time.
- Follow up on supplier queries and ensure that they are addressed on time.
- Ensure adherence to the relevant statutory requirements.
- Maintain accounts payable interface to the general ledger.
- Maintain the Great Plains (GP) Supplier Database.
- Reconcile all suppliers on a monthly basis.
- Provide for the proper recording of fixed assets.
- Respond to all audit requirements and address findings thereof.
- Develop and implement income processing manual.
- Perform monthly accounts payables subledger, general ledger reconciliation, for accruals and provisions.

Knowledge:

- Advanced bookkeeping and financial record keeping principles.
- Knowledge of financial operating systems (Great Plains).
- Understanding of finance processes and accounts payable business processes.
- Knowledge of audit processes.

Skills:

- Computer Literacy including Great Plains experience.
- Attention to detail.
- Stakeholder relations.
- Methodical worker.
- Punctual, with excellent planning and prioritising skills.

Closing Date: 10 June 2015

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

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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