

Position: Creditors Officer
Paterson Grade: C-Lower
Salary ranges from R159 100 – R302 300 maximum

Requirements:

- The candidate must have a three-year Diploma/Degree or equivalent qualification majoring in Finance or Accounting, coupled with 2 years' relevant experience.

Duties:

- Accurate and timely processing and payment of creditors
- Handling enquiries 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 monthly journals
- Preparation of monthly creditors report to CFO

Knowledge:

- Basic knowledge of Generally Recognised Accounting Practise (GRAP)
- Financial Accounting knowledge in terms of ability to process transaction 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 management

Skills:

- High Level of numeracy and accuracy skills
- Excellent written and verbal communication.
- Excellent literacy skills
- Excellent interpersonal relations skills.
- Exhibit high level of ethical conduct
- Computer skills
- Ability to handle pressure and be dead-line driven
- Flexible to learn other areas in the finance department.

Closing date: 24 March 2026

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 to: 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.**

