



Accounts Payable Practitioner

Ref No. RTMC/FA/ACP/2021

Package: Negotiable

Purpose: The incumbent is responsible for ensuring that all invoices are captured, approved, and paid.

Requirements: •Matric •Relevant NQF 6 qualification in Accounting or equivalent •2 years' experience.

The successful candidate must have the following attributes and competencies:

•Accountability and Ethical Conduct •Quality Oriented •Judgement •System Thinking
•Deadline- Oriented •Analytical Ability •Task Oriented •Prioritizing •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative

Duties: •Capture and approve all received invoices •Build a register of invoices •Prepare payment advices for received invoices •Perform a reconciliation of creditor payments on a weekly and monthly basis •Request statements from suppliers •Make weekly or monthly payments to suppliers •Maintain a payment register •Conduct a bank reconciliation on a weekly and monthly basis •File all payment advices •Attend to supplier queries regarding invoices and payments •Make all sundry payments within RTMC policies and processes •Ensure compliance with legislation and policies •Provide input into the financial statements and working papers •Build and maintain healthy and sustainable relationships with stakeholders, both internally and externally •Gather feedback from stakeholders to improve and optimise service delivery •Provide updated reports in area of responsibility to Managers to support decision-making •Deliver optimal customer service to customers that adds value to the business and generates a low rate of complaints from customers •Deal with customer complaints quickly and effectively •Ensure regular communication with customers

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za.** Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



A proud initiative of
The Department of Transport

Board of Directors: Mr Z Majavu CD(SA) (Chairman), Ms P Manqele, Ms T Mdlulwa, Mr T Kgomo, Prof. M Mphahlele, Ms T Thankge, Dr E Thebe, Adv. J Makgatho*
Chief Executive Officer: Advocate MS Msibi
Company Secretary: Ms S Petse
*Departmental Representative

A handwritten signature in black ink, appearing to read "ADV MS MSIBI".