



POST OW-JA: JUNIOR ACCOUNTANT: ACCOUNTS PAYABLE AND INVENTORY.

DURATION: 12 MONTHS

SALARY: NEGOTIATABLE

CENTRE: OVERBERG WATER BOARD, SOMERSET WEST, WESTERN CAPE.

Overberg Water is a Water Board established in terms of section 28 of Water Services Act, (No 108 of 1997) and is classified as Government Business Enterprise as per Schedule 3B of the Public Finance Management Act (No. 1 of 1999) as amended.

Main duties/responsibilities

Suppliers

- Ensure that supplier invoices comply to claim vat
- Prepare supplier reconciliations (account reconciliations to customer statements) and submit for month-end payments
- Submit queries and resolve issues with supplier
- Meet with relevant department heads to get approval of invoices/payments
- Match payment to invoices in order to clear the creditors age analysis
- Processing and reconciling of creditors invoices and statements
- Handling queries relating to creditors
- Ensure timeous payments of all suppliers
- Capture / reconcile bank statements
- Capturing of supplier invoices
- Assist in annual external and internal audits

General ledger

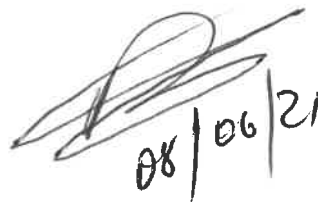
- Calculate input VAT on a monthly basis
- Reconcile creditors age analysis to the TB
- Ensure invoices are allocated to the correct GL account

Payments

- Load payments on the banking system
- Downloading proof of payments and send to suppliers

Cash books:

- Update Cashbooks and prepare reconciliations at month end



Inventory

- Plan and conduct monthly inventory counts
- Reconcile theoretical stock value to physical stock value
- Calculate cost of inventory using FIFO/Weighted average
- Prepare and process issue journal to recognise cost of sales

Admin

Ensure proper record keeping to support all inventory and creditors transactions

Experience and Qualifications:

- At least 3 to 5 years relevant experience
- Knowledge of fruitless and wasteful as well irregular expenditure
- Understanding of the purchasing and payment cycle
- Degree/Diploma in accounting from a recognised tertiary institution equivalent to a minimum of NQF Level 6 and preferably NQF Level 7.
- Completed articles and membership to a recognised professional body will be an added advantage

Skills:

- Excel Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Good verbal and written communication
- Organised and able to meet deadlines

PLEASE TAKE NOTE:

Applicants must submit a comprehensive CV, certified copies of qualifications, Identity Document. Please forward your application quoting the relevant reference number. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position.

Interested candidates can forward an application with all of the necessary documentation to recruitment@overbergwater.co.za before 17h00 on Monday, 21 June 2021.

If you have not heard from us within thirty (30) days of the closing date, please accept that your application was unsuccessful. Overberg Water is committed to Employment Equity and persons from the designated groups will receive preference.

OVERBERG WATER BOARD