

## Creditors Clerk (Ref: 33/2018)

CTICC

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit talented, qualified and enthusiastic team players, who are able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment

Situated in our Finance department of the CTICC, reporting into the Financial Accountant your main focus will be to perform administrative duties to ensure that payments are executed correctly and in good time.

- Coding and capturing invoices and credit notes
- Preparing invoices for payment
- Ensuring invoices are paid by due date
- Reconciling individual creditors accounts
- Reconciling creditors control account
- Preparing creditors reports
- Ensuring compliance to procedures and the provisions of the MFMA

### Requirements, skills and knowledge:

You will need a Matric, together with an Accounting or Bookkeeping Diploma and the following requirements:

- 3 years' proven track record in an accounting package
- 2-3 years' solid creditors' clerk experience with good computer literacy
- an excellent aptitude for figures coupled with good accuracy, attention to detail and ability to meet stringent deadlines
- possess a good credit record and comply with company standards

If you have excellent communication skills and are able to respond to special requests professionally and timeously, then please don't hesitate to contact us now. Kindly submit confidential applications to the Human Resources Department before **17:00 pm on Tuesday, 19 June 2018 by emailing your CV and cover letter to [recruitment@cticc.co.za](mailto:recruitment@cticc.co.za).**

The CTICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI's).



We are a green conscious convention centre.

Cape Town International Convention Centre