



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

INTERNAL/EXTERNAL ADVERT

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established through the Skills Development Act. This SETA encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing and plastics industries.

We have an excellent opportunity for the following professional to enhance our Finance Department:

Temp Administrator: Creditors (B5)

Salary Level R23 637.00 p.m.

Fixed Term Contract ending 31 MAY 2022

HEAD OFFICE

Prime Focus: To manage all the administration of the Creditors Department and ensure that all the documentations are filed and safeguarded and complies with relevant legislations and audit requirements.

Duties include:

- Match invoices from service providers to purchase orders received from supply chain
- Capture invoices on Great Plains
- Prepare invoices for weekly payment
- Reconcile creditor accounts monthly
- Track outstanding purchase orders and invoices
- Assist auditors with requests for documents
- All creditors related queries are resolved
- Ensure creditors banking details are correct on Great Plains
- Ensure correct filing and archiving of documents
- Any adhoc duties as may be requested by the supervisor

Qualities, experience, knowledge and skills required:

- Matric / NQF level 4 Qualification
- A Bookkeeping or Accountancy qualification, or related qualification will be advantageous
- At least 1 year working experience in an Admin position preferably in a service/customer orientated environment
- Computer literacy with a solid knowledge of Excel, MS Word, Power Point and Outlook
- Attention to detail



- A high level of attention to detail
- Able to operate in a confidential environment
- Excellent planning, organising and coordination skills
- Be able to work without supervision and under tight time frames

The merSETA is an equal opportunity employer; however, preference will be given to affirmative action candidates. ***People with disabilities are encouraged to apply.*** Please submit a ***detailed CV, qualifications*** and motivational letter to: recruitment@merseta.org.za

Only short listed candidates will be contacted. ***Internal applicants will be shortlisted only if they meet all the requirements.*** Should you not be contacted within 21 days after the closing date, please know that your application was not successful. ***The merSETA reserves the right to not make an appointment.***

CLOSING DATE: 19 November 2021