



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

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:

CREDITORS ADMINISTRATOR (B5)

Salary Level (Min. to Mid): 273 400–323 600 pa

FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

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:

- NQF Level 6 qualification in Finance, Accountancy, Bookkeeping, Financial Management, Cost and Management, Internal Auditing, Taxation, Accounting Sciences or Related field
- 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 and people with disabilities in line with the EE Plan.** Please submit a **detailed CV, qualifications** and motivational letter to: recruitment@merseta.org.za

Only shortlisted candidates will be contacted. 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: 20 June 2023