



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

**The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors**

### **EXTERNAL ADVERT**

We have an excellent opportunity for the following professional to join the Finance unit:

#### **Specialist Creditors (C5)**

**Salary Level (Min. to Mid): R598 956 – R728 673 pa**

**FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**

**FINANCE: HEAD OFFICE**

**Purpose** – The position is responsible to oversee the execution of financial creditors processes within merSETA. This involves addressing and resolving payment queries from stakeholders, provide guidance on financial and creditor-related matters, manage vendor relationships, supervise the accounts and payables department to ensure the prompt and accurate execution of requisitions, payments, and expenses processes aligned with financial policies, procedures and regulations.

**Duties:** The duties include but are not limited to the following:

- Ensure all creditors invoices and payments are prepared, processed and paid timely, accurately and aligned with policies, procedures and regulations
- Address and resolve payment queries escalated from stakeholders in a timely manner
- Guide and support to merSETA stakeholders on finance and creditor-related matters
- Manage vendor relationships and handle disputes related to payments
- Schedule payments for creditors and review and post batches compiled by Administrator: Creditors
- Supervise the creditors department to ensure prompt and accurate execution of requisitions, payments, and expense processes aligned with merSETA policies, procedures and regulations
- After being checked by administrators, review submissions of documentation for payment from merSETA departments to ensure compliance with the following: correct signatures, correct account allocation and accurate dates, sufficient available budget and invoice date stamped, payment milestone and commitment schedule submitted where applicable



- Establish and maintain a creditors reconciliation control sheet for documenting and monitoring the completion of reconciliations for all merSETA creditors
- Keep a comprehensive record of outstanding invoices for each supplier and regularly follow-up outstanding invoices
- Monitor and assess the age analysis of creditors to ensure regular clearance of outstanding balances and debit recovery
- Track and record monthly statistics, including the number of invoices processed, reconciliations performed, and total queries addressed
- On an annual basis submit a list of creditors where there has been no activity in the past 3 years to the manager for deactivation
- Collaborate with the bank controller to address outstanding creditor transactions and ensure clearance of all bank transactions
- Generate cost reports, review for completeness and misallocations, and display monthly expenditure
- Complete and sign the monthly journal checklist, ensuring all necessary transactions are processed by month-end
- Balance the creditors general ledger control account with the age analysis
- Assist the audit process by supplying auditors with essential creditor-related information.
- Collaborate with other departments, such as procurement and finance, to ensure timely and accurate payment of invoices
- Adhere to month and year-end processes and deadlines for accounts payables
- Adhere to merSETA policies, procedures and applicable regulations
- Ensure invoices are accurate, tax compliant, and registered on CSD, maintaining proper record-keeping and tax compliance
- Prepare on a quarterly basis an accurate and reliable 30 day creditors report to monitor creditors performance for merSETA
- In collaboration with the manager develop and maintain creditors policies and procedures for merSETA
- Review budget cost codes and verify budget adequacy before processing payments
- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information.
- Ensure archiving of merSETA creditors documentation according to merSETA policies and procedures
- Professional visible representation of the SETA, ensuring all behaviors and conduct are aligned with the SETA values
- Ensure effective, professional communication and dialogue with all stakeholders, regions and departments
- Train, develop, coach and supervise accounts staff, including setting performance goals and conducting performance evaluations

**Qualities, experience, knowledge and skills required:**

- Degree / NQF Level 6 in Accounting or related field.
  - Minimum of 5 years within an accounting environment.
  - Advanced Excel experience is essential.
  - **Public Sector experience is essential**
  - Information Gathering
  - Problem Analysis
  - Technical Skill and Competence
  - Cross Functional Awareness
  - Judgement
  - Relationship Management
  - Commercial Orientation
  - Innovation
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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 and motivational letter to: [recruitment@merseta.org.za](mailto:recruitment@merseta.org.za)

Only short-listed candidates will be contacted. 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: 08 April 2024**