

## **JOB DESCRIPTION**

### **Creditors Clerk (Junior)**

#### **Job Purpose:**

To perform all relevant duties of creditors' accounting procedures and controls.

#### **Key Responsibilities:**

- Organize incoming creditor invoices (both prepayment & account suppliers).
- Check invoices for SARS VAT compliance.
- Check invoices against vouchers and the contract rates.
- Liaise with consultants in case of internal queries and suppliers in case of external queries.
- Request missing invoices and supplier statements where required.
- Capture invoices to supplier accounts on Tourplan.
- Reconcile creditor statements on Tourplan to supplier statements.
- Prepare payments to suppliers within agreed/contracted payment terms.
- Capture payments in Tourplan once released on banking system.
- Submit proof of payments and remittances to suppliers for payments made.
- Together with the consultant liaise with suppliers on credit notes and refunds due.
- Ensure credit notes and refunds are captured on the system and paid/offset by the supplier.
- Reporting and commentary on outstanding items on creditor age analysis.
- Reporting and commentary on any vouchers that have been over captured on Tourplan.
- Organize and file all financial documents produced and received in a timely and organised filing system.

#### **Additional responsibilities:**

- Establish and maintain good working relationships with suppliers.
- It is expected of all employees to perform not only task mentioned in the job description, but also direct allocated or extraordinary/adhoc tasks that could arise.
- Highlight vouchers that can be closed to AP team leader monthly.