

Creditors Clerk

Permanent Position



Remuneration: Market Related Salary

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added Creditors Clerk services to the SABFS.

PURPOSE OF THE POSITION

The Financial Services Division supports the work of the organisation's other divisions as well offering a one-stop enquiry & information service to the public and the profession. It also has oversight for all basic level compliance administration for Sheriffs offices including:

- Fidelity Fund Certificates
- Legal Obligations Circulars
- Trust Accounts
- National Register of Sheriffs

To take responsibility for the accurate processing and reconciliation of all documents for payment within the SABFS.

KEY PERFORMANCE AREAS

- Accurate processing and reconciliation of all documents for payment within the organisation
- Administration (Maintain the accounts payable systems in order to ensure complete and accurate records and file all documentation).

KNOWLEDGE, SKILLS AND ABILITIES

- Solid understanding of basic bookkeeping and accounts-payable principles
- Ability to calculate, post and manage accounting figures and financial records
- Effective verbal, written and listening communications skills
- Time management skills
- Computer skills including the ability to operate computerised accounting, spreadsheet and word-processing programs at a highly proficient level

QUALIFICATIONS & EXPERIENCE

- Grade 12
- 3 Year Degree/Diploma in Bookkeeping / Accounting
- Minimum of 1 – 3 years' work experience in a similar role

- Knowledge of Pastel system

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) may be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS

- ❖ A Curriculum Vitae, certified copies of ID and qualifications should be submitted to jobs@sheriffs.org.za
- ❖ Closing date for all applications – 15 June 2022
- ❖ Full job description on the website from <http://www.sheriffs.org.za/vacancies>

NOTE: *The South African Board for Sheriffs encourages applications from people with Disabilities.*