

## INTERNAL/EXTERNAL ADVERTISEMENT

FINANCE		
REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
02012025	Accounts Payable Officer	One (1) P09 R684 942.00 CTC Per Annum

### Reporting to: Accounting Controller

**Purpose:** To assist in streamlining the accounts payable process to ensure timely and accurate processing of payments

### KEY PERFORMANCE AREAS

#### KPA 1: Financial Management

- Inputs to Directorate operational plans and budget

#### KPA 2: Risk Management

- Limit audit findings to housekeeping findings in area of responsibility
- Respond to audit requests
- Implement the audit action plan

#### KPA 3: Cash Management

- Maintain correct records of all cash transaction on daily basis
- Process the sundry payments requisition received from various units
- Timely processing of all other payment requests.
- Forward daily proof of payments to Accounts Payable Colleagues for distribution
- Monitor bank accounts for availability of funds
- Review accounts to identify misallocations for the Accounting Controller's attention

#### KPA 4: International payments

- Prepare foreign payment requisitions forms to be sent to the bank
- Liaise with bank for payment status and proof of payment

### **KPA 5: Payroll execution**

- Execute salaries for Members and staff on the 15<sup>th</sup> and 25<sup>th</sup> of each month respectively on ERP
- Review payroll schedule against the payslip report
- Upload salaries file from ERP to banking platform for release

### **KPA 6: Monthly reconciliations**

- Prepare monthly fuel reconciliation

### **KPA 7: Stakeholders Relations**

- Ensure timeous resolution of queries
- Actively collaborate and engage with relevant stakeholders

### **KPA 8: Human Capital Management**

- Adhere to the integrated performance management system

### **Required Competencies**

- Analytical Thinking
- Service delivery oriented
- Problem solving
- Integrity and tenacity
- Proactive
- Decision making
- Diligence
- Confidentiality
- Attention to detail

### **Knowledge Required and Skills**

- Problem Solving and Analysis
- Report Writing
- Financial Management
- Risk Management
- Conflict Management
- Public Finance Management Act (PFMA)
- Finance Management of Parliament and Provincial Legislatures Act (FMPPLA)
- Generally Recognised Accounting Practice Standards (GRAP)
- Procure to pay process

- Legislative and policy framework regulating accounts payable processes and procedures
- Financial management systems (ERP)

**Qualifications/Experience Required:**

- B Com Accounting/Finance Degree or equivalent NQF 7 qualifications
- Minimum 1 years working experience in a Public Service/Parliament/Legislative Sector
- Minimum 1 years' experience at Supervisory/Specialist level.
- Minimum 2 years' experience Accounts Payable Management.
- Minimum 3 years of overall experience in a finance environment

**Closing Date: 17 February 2025**

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

To apply for this position, submit your cv to [Hrrecruitment@gpl.gov.za](mailto:Hrrecruitment@gpl.gov.za) for internal candidates and [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)

For inquiries pertaining to this advertisement kindly email [mtshabdira@gpl.gov.za](mailto:mtshabdira@gpl.gov.za)

**Always quote the position reference number on the subject line – applications without a position reference number will not be considered.**