

# DIRAPENG (SOC) LIMITED

Pilanesberg



## Internal & External Advertisement Creditors Clerks X 3

A suitable qualified candidate is required to occupy a position for Creditor Clerk for Dirapeng and its Subsidiaries, Manyane x 2 and CASR x1

Position : Creditors Clerk  
Salary : Within the salary scale of the company

### Qualification & Job Requirements

A Grade 12, Diploma in Accounting or equivalent, or studying towards obtaining one. Computer literacy – Pastel Evolution and Microsoft Office tools (Excel essential). Three (3) years' experience in a finance department. Must have strong knowledge of Creditors function, General Ledger and Debtors. Numerical and analytical skills, ability to use the company accounting software, will be required to work overtime on month end and year end, must be a team player and able to work under pressure, deadline driven, able to pay attention to detail, good time management skills will be required, verbal and written communication skills, excellent administration skills.

### Key Performance Areas

Capturing of creditors and debtors on accounting system, preparing and processing payments and receipts on cashbook, monthly invoicing to clients (debtors) and reconciling invoices. Preparation of files, ensure the adherence to the financial requirements. Effective capturing and processing of journal entries and data, and monthly reconciliations. Final processing up to trial balance. Assist in VAT/PAYE processing and other regulatory requirements. Debtor's collection. Ensuring correct allocation of transactions or accounts in the general ledger. Managing and recording Petty Cash. Liaison with internal and external auditors. Ensure proper filing of supplier invoices/ records is maintained at all times.

Kindly send an application letter stating which position you are applying for, a detailed CV and certified copies of identity document and qualifications to: [hrsupport@goldenleopardresorts.co.za](mailto:hrsupport@goldenleopardresorts.co.za) or hand deliver to Golden Leopard Resorts, Manyane Gate, and Pilanesberg National Park to reach us no later than 12 December 2017

Prepared by:  \_\_\_\_\_

Date: 04/12/17

Approved by:  \_\_\_\_\_

Date: 04/12/17

For inquires:  
Ms Connie Mokgoje  
Tel: 014 5551084

Non-Executive Directors: Mr. D Sadike (Chairperson), Ms. H Hoogkamer, Mr. Brian Nkhumeleni  
Executive's: S Mudramuthoo (Acting Chief Executive Officer)  
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