

10 March 2025

The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.

We are currently seeking applications from dynamic individuals for the following position:

- **Position: Creditors Clerk**
- ***Job Grade: C1 – C5**
- **Ref: CRC001**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Pretoria, Finance Division

Purpose of the role:

To ensure that accounts payable are carried out to the required standards to achieve the company's financial and business objectives and policies.

Requirements:

Minimum qualifications

- Grade 12
- A relevant diploma or equivalent qualification in Accounting
- Basic Accounting knowledge
- 3 years experience

Preferred qualifications

- BCom Accounting or Financial Management
- Diploma in Accounting

Duties:

- Full creditor's function
- Invoice Processing
- Reconciliation of Accounts
- Processing of payments to creditors
- Maintaining up-to-date supplier records is essential for effective financial management
- Handling Queries and Disputes in relation to payments and queries
- Reporting and Documentation
- Filing and storing of invoices and creditors documents

Competencies and skills:

- Computer Literate
- Target Driven
- Attentive to detail
- Performance Driven
- Aptitude for mathematics and accounting or finance
- Excellent coordinating skills, strong analytical and problem-solving skills
- Excellent time management and organisational skills
- Fast learner
- Eagerness to learn

Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.

Closing Date: 17 March 2025

*** Grade Range: The grade range for this position is from C1 – C5, commensurate with applicable minimum requirements.**

The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.

Please forward a copy of your comprehensive curriculum vitae to: Recruitment4@pic.gov.za

Privacy Notice: *By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website (www.pic.gov.za). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.*