

**14 June 2021**

**The Public Investment Corporation (PIC) invests funds on behalf of public sector entities including the Government Employees Pension Fund. The organization is the largest investment manager in the country and the continent. Applications are invited from dynamic individuals for the following challenging position:**

**Position: Creditors Clerk  
(Job Grade: \* C1 – C5 )**

**Salary:** All-inclusive remuneration package negotiable  
**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- National Diploma in Accounting or equivalent qualification
- 2-5-year experience as the Creditors Clerk
- Financial Systems knowledge
- Good knowledge of full Ms Office suite

**Duties:**

- Handling queries of internal and external customers related to creditors accounts
- Ensure that supplier payments are in compliance with the procurement policy and finance processes
- Coordinate payment activities i.e. creating/updating the registers
- Preparing payments and record-keeping of contracts & payments
- Reconciliation of creditors and sundry creditors
- Process invoices, credit notes and other documents for effective management of creditors.
- Obtain information from creditors for bank verification
- Accurately reconcile creditors accounts monthly
- Verify recorded transactions and report irregularities to management.
- Report monthly on creditor's status.
- Reconcile G/L accounts that relate to creditors
- Complete year-end audit schedules and reconciliations timeously.
- Ad hoc duties as required from time to time.

**Competencies and skills:**

- Attention to detail
- Customer focus
- Thorough and accurate analysis
- Communication skills
- Good understanding of Accounting
- Deadline and solution driven
- Ability to deal with pressure/stress
- Advanced Excel skills

**Closing Date: 23 June 2021**

**PIC is an equal opportunities employer.**

Please forward the copies of your comprehensive CV's to [Recruitment2@pic.gov.za](mailto:Recruitment2@pic.gov.za)

**\*Grade range is from C3 - C5 commensurate with applicable minimum requirements.**