



a world class African city



Pikitup Johannesburg (Pty) Limited

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Braamfontein 2017

www.pikitup.co.za

Vacancy

Closing date for applications: 09 November 2010

Position : Manager - Creditors
Department : Financial Accounting
Location : Head Office
Reporting to : General Manager: Financial Accounting

Key Responsibilities:

- + Ensure smooth running of the payment process
- + Supply all the departments with the necessary information
- + Prepare monthly, quarterly, annual and any other reports
- + Prepare and present financial statements to supervisor
- + Ensure that all queries are handled promptly and professionally
- + Perform reconciliations of general ledger accounts and individual suppliers
- + Ensure clean audit by checking if subordinates have performed their daily tasks according to proper financial policies and procedures
- + Ensure proper auditing by supplying the correct and relevant information when required
- + Supervise staff through informal and formal discussions
- + Manage staff performance through implementing the performance management system and using it as fully as possible
- + Conduct needs analysis discussions based on performance appraisals and determine staff training needs

Requirements and Experience:

- + B Com Accounting degree or equivalent
- + 5 years experience in financial sector
- + Knowledge of financial management

Particulars of advertiser:

E-mail: recruitment@pikitup.co.za

- Please quote the above position name on all correspondence relating to this circular / advert.
- **Pikitup reserves the right not to fill any vacancies.**
- **Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within 30 days after closing date of the advert please consider your application unsuccessful.**
- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM DESIGNATED GROUPS**

Directors

P Radebe (Chairperson), Z Nkosi (Managing Director), *C Ruiters, *H Moeketsi, *V Nemukula, *S Raghbir, *SJ Kgomo, *D Mashika, *A Botha, *T Mahanda

*Non Executive

B Memela (Company Secretary)