

## **JOB DETAILS**

Job Title : Manager: Banking Payables & Receivables  
Division : Finance and Treasury  
Remuneration : 554 948,00  
Job Type Classification : Permanent  
Email CV to : [recruitment@tianaconsulting.co.za](mailto:recruitment@tianaconsulting.co.za)  
Enquiries to : Ms Refiloe Mosikare at 011 431 1354

## **MAIN PURPOSE OF THE JOB**

To ensure the integrity of the Cash Book and General Ledger of Organisation and monitor all Commercial Bank transactional banking related affairs including ensuring that the accounts payable and accounts receivable function is managed accordingly on behalf of Organisation in line with policies, procedures and compliance to ensure timeous and accurate payments to and from Organisation creditors and customers.

### Key Performance Areas

#### **1. People Management**

- Performance Management
- Capacity Planning

#### **2. Monitoring of Commercial Bank Administration**

- Monitors and co-ordinates the compliance of all legal documentation of all Commercial Banks for the Organisation Group.
- Responsible for opening and closing of bank accounts on behalf of the Organisation Group.
- Sets up users for Electronic Banking Platforms.
- Liaises with Relationship Bankers to resolve any banking queries between stakeholders & commercial banks.
- Provides administrative support to EFT operators and approvers.
- Assists in resolving Commercial Bank system related errors and/or queries.

#### **3. Oversees the Full Creditors Function**

- Ensures the adherence to overall compliance of all applicable legislation and policies and procedures.
- Reviews the validity and accuracy of general ledger allocations daily.
- Reviews creditors' reconciliations monthly.
- Resolves queries raised by suppliers and internal customers with regard to accounts payable.
- Authorises release of payments to suppliers.
- Ensures the timeous accuracy and completeness of accruals and prepaid expenses.
- Supervises the Creditors Section to ensure the overall smooth running of the section.
- Approves all creditor related journals.

#### **4. Monitoring and Compilation of Reports**

- Oversee and Reviews Accounts Payable general ledger accounts reconciliations monthly and traces un-reconciled items.
- Performs the payroll reconciliations in liaison with Human Capital Department.
- Verifies payroll related payments and ensures that payment is affected.
- Verification of Non-Executive Board Members remuneration and the reconciliation thereof.
- Prepares and submit the quarterly and yearly Non-Executive Board Members remuneration schedules.

- Prepares and submit monthly reconciliations according to Departmental timelines set by Management Accounts.
- Identifies all risks, as per risk register, mitigates and reports on all new risks identified and recommends controls to mitigate them.
- Prepares the organisation's cash flow forecast report and the cash flow difference report and sends to the relevant departments daily.
- Reviews and approves Bank and other General Ledger Accounting Officers Reconciliations.
- Liaises with both internal and external auditors on division audits.
- Provide Cash and Accounts Receivables notes for Annual Financial Statements.
- Oversees the administration of petty cash for Head Office and Provincial Offices including spot checks and approval of the petty cash reconciliations..

## **5. Administration of SAP BCA & Housing Loans**

- Ensures that Payroll information received from HR for housing loans are accurate.
- Process housing loan deductions on to the housing loan accounts on SAP CML.
- Request settlement figures from Portfolio Investment Mangement Services, when requested to close the housing loan account.
- Approves all SAP BCA transactions that are processed.
- Opens and closes the daily system processing dates for SAP BCA to ensure that interest allocations to accounts are correct.
- Runs the month-end for SAP BCA and ensures that the interest is posted to the correct account.

## **6. Records Management**

- Creates and maintains hard copy files for all Organisation records.
- Identifies all records and classifies for easy retention and access on-site in line with legal requirements.
- Oversees that all records are transferred to off-site storage centre and readily filed for destruction annually.

### **Preferred Minimum Education and Experience**

- Degree or Diploma in Accounting
- 3-5 years Experience in a Financial Environment with supervisory experience
- 3-5 years Experience on SAP Financial Module and SAP Banking System

### **Critical Competencies**

- Financial Principles
- Legislation
- Business Environment
- Policies and Procedures
- Recruitment and Selection Principles

### **Additional Requirements**

- Travel as and when required
- Long hours as and when required