

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organization (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth. The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Senior Accounts Payable Officer

Salary: Negotiable

Ref: WS01/062023

Centre: Centurion

Job summary:

To provide support and assistance to the Accounts Payable Supervisor in the execution of his/her functions in terms of the PFMA, Treasury Regulations and SAWS Act through effective and efficient processing of invoices, S & T claims, student related payments and general administration of the Accounts Payable processes of SAWS.

Key performance areas:

- Ensure invoices are verified for correctness and that the relevant documents for the payment of invoices are in place and approved in accordance with the Delegation of Authority
- Ensure that all documents for payment of service providers are compliant with the prescripts of the PFMA & National Treasury, SARS for VAT purposes where applicable, other statutory regulations and GRAP.
- Ensure that all payments are accurately updated on the Accounting System to ensure correctness of reconciliation.
- Ensure that the payment of monthly expenses are processed.
- Reconcile supplier statements against supplier ledger monthly
- Complete payment requisitions for each invoice in preparation of payments
- Ensure that payment batches are properly captured and checked to ensure accuracy before they are sent to the Accounts Payable Supervisor for final review

- Review and approve all Subsistence and Travel claims processed by the Office Administrators on the Accounting System
- Ensure that the correct supporting documents are attached before submitting the payment batch to the Accounts Payable Supervisor for approval.
- Review and verify employees' Subsistence and Travel allowances claims and advances for compliance in accordance with the approved rates issued by SARS and as contained in the SAWS Travel and Subsistence Allowance Policy
- Ensure that the travel invoices are reviewed and processed in line with National Travel Policy Framework & NT 2 Instruction of 2016/2017 ensured.
- Ensure that for all international travelling claims that the foreign currencies used are in line with the prevailing exchange rates at the time of the proposed claim.
- Ensure that claims/ advances are processed in time to ensure timely payments.
- Payment queries regarding S&T's and advances handled effectively and efficiently within the required timeframe.
- Liaise with external service providers on specific queries on invoices and statements.
- Resolve queries with managers on invoices.

Minimum Requirements:

- Diploma in Accounting, or Finance
- A Bcom Degree in Accounting or equivalent will be an added advantage.
- Three years related work experience in a similar role.
- Knowledge of Accounts Payable practices, the Public Management Finance Act and Treasury Regulations
- Knowledge of NET Suite will be an added advantage.

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

**Enquiries for the above-mentioned positions must be directed to: Ms Sethu Mjiwu, at
Tel. (012) 367 6148.**

Closing Date: 05 June 2023

Note: All applicant's personal information received will be used for purpose of this recruitment process only

Preference will be given to People living with disabilities in line with SAWS EE Targets.

Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement,



please accept your application was unsuccessful. The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer.

Record Reference	Senior Accounts Payable Officer
-------------------------	---------------------------------