

Accounts Payable Controller

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.

Role Summary:

The incumbent will be responsible for purchase order generation, receiving, processing verifying, and reconciling invoices to delivery notes and supplier statements. The incumbent will resolve purchase order, contract, invoice, payment discrepancies and documentation and ensure credit notes are received when due. The incumbent will also be responsible for tenant rental invoice generation, payment allocation and monthly reconciliations.

Key Work Output and Accountabilities:

- Reconcile processed work by verifying entries and comparing system reports to balances.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Ensure that all vendors are paid on time
- Maintaining a 30 day Creditors Age Analysis
- Maintaining a 30 day Sundry Debtors Age Analysis

Inherent Requirements:

- Grade 12 or equivalent of NQF level 4
- Two (2) years administrative clerical experience in an Accounting environment
- Working knowledge of SAP, Excel, Outlook and Word
- Computer Literacy
- Clear credit record
- Successful ITC Check essential

If you are interested in the position and wish to apply, kindly forward your CV to Zinhle.Mgabhi@lenmed.co.za

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent. If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



WORK PROFILE

Location:
Randfontein Private Hospital

Job Grade:
B4

Benefits:
Pension Fund & Medical Aid

Date Posted:
16 September 2020

Closing Date for Applications:
23 September 2020

Lenmed is an Equal Opportunity Employer. The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.