

Where the World meets Africa



The Durban ICC is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the Durban International Convention Centre, the Durban ICC Exhibition Centre and the Durban ICC Arena. The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre at the World Travel Awards for 15 years.



AFRICA'S LEADING MEETINGS
AND CONFERENCE CENTRE - AS VOTED
BY THE WORLD TRAVEL AWARDS

CREDITORS CLERK (TG7):

This position requires a qualified individual who possesses a good understanding of basic accounting application to perform verification, information processing, reconciliation and query resolution activities related to Creditors accounts.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Minimum Qualifications

- Matriculation Certificate with Mathematics and Accountancy as a subject.
- Diploma in Bookkeeping/Accounting/Financial Management (NQF level 5) or equivalent.

Experience and Knowledge required:

- Minimum of 2 years' experience in a similar role
- Experience with the Municipal Finance Management Act (MFMA) and Supply Chain Management requirements.
- Experience in Supplier invoice and payment processing as well as bank reconciliation and bank journal postings on ERP system is essential
- Experience within the hospitality related industry will be an advantage.
- Demonstrate competence in ERP Systems (preferably Ungerboeck EBMS).

Attributes

- Strong problem solving and numeracy skills.
- Excellent communication skills.
- High tolerance for working under pressure.
- Must have excellent attention to detail.

45 Bram Fischer Road, Durban, 4001 • P.O. Box 155, Durban, 4001, South Africa

+27 (0)31 360 1000 | sales@icc.co.za | www.icc.co.za | DurbanICC | @DurbanICC

AFRICA'S LEADING CONVENTION CENTRE

International Convention Centre Durban (Pty) Ltd.

Directors: DM Madlala (Chairperson), SST Ngcoba, A Sewnarain, S Msomi, M Jackson, N Makelo, Z Zulu

ICC DURBAN (PROPRIETARY) LIMITED Reg. No. 1992/05887/07



KEY PERFORMANCE/ MAIN ACTIVITIES OF THIS ROLE:

The successful applicant will be:

- Reviewing and verifying information on source documents, confirming details and calculations.
- Updating the financial system, inserting transactional information against specific accounts
- Generating report to reflect account balances and/ or payment due.
- Reconciling accounts payable information with the Creditors Statement.
- Attending to creditor related queries, and/ or information required to finalize outstanding payments.
- Preparation of creditor documents with reconciliation for creditor payments.
- Preparation of creditor's payments via EFT or other methods.
- Must adhere to strict deadlines regarding closing of month end.

APPLICATIONS

The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI) including candidates living with disability. Preference will be given to suitable candidates who will best assist the ICC in addressing its current transformational needs. People who are differently abled are encouraged to apply.

Applications must reach the Human Resources Department , Durban ICC, PO Box 155, Durban 4000 or 45 Bram Fischer Road, Durban 4001 or via e-mail: recruitment@icc.co.za

Closing date for the CV submissions is **11 July 2017**

Applicants who do not meet the minimum requirements will automatically be disqualified.

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.

Applicants with criminal records will be required to declare such records with the full understanding that certain criminal activities may be considered to be incompatible with employment by the Durban ICC.



HUMAN RESOURCES DIRECTOR

Date: _____

27/06/17