

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Central Office (ARC-CO) seeks to appoint a highly skilled, experienced and dynamic person to the following positions at Hatfield, Pretoria:

Finance Assistant- Accounts Payable

Key Performance Areas:

- Receipt of invoices from campuses,
- Review vendor invoices for accuracy such as name of the supplier, relevant vat number, price and quantity,
- Ensuring that processing of invoices complies with VAT legislation,
- Ensure signed GRN and invoices are attached and processed for Payment,
- Ensuring invoices are appropriately matched to purchase orders,
- Filing and housekeeping,
- Supplier are paid within agreed terms credit terms,
- Manage the creditors age analysis,
- Forward the remittances to suppliers,
- Reconcile suppliers statement's to accounts payable sub ledger,
- Respond to suppliers queries within 48 hours and resolve within five working days,
- Follow up on overdue invoices and reconciling items,
- Clearing up of the GRN (liability) account,
- Ability to work under pressure,
- Adhere to deadlines especially weekly deadlines,
- Build relationships with both internal and external stake holders,



- Provide adhoc assistance to auditors and management.

Requirements:

- Bcom in Finance/ Three (3) year National diploma or equivalent qualifications,
- 3 to 5 years in Accounts Payable section,
- Basic accounting and VAT knowledge,
- Knowledge of Excel,
- Ability to maintain confidentiality and exercise extreme discretion,
- Ability to resolve problems liaise with people at all levels,
- Ability to work effectively and accurately under pressure,
- Proficiency in the Ms Office suite,
- Willing to work overtime and deadline driven,
- Pay attention to detail.

Enquires: Ms Sebolelo Dhlomo, Tel: (012) 427 -9721

CLOSING DATE FOR APPLICATIONS:16 AUGUST 2021

A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.

Applications accompanied by covering letter, detailed CV (Including certificates, supporting documents, copy of driver's license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mail to HRCV@arc.agric.za

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The Agricultural Research Council is an equal opportunity employer and





is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

