



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

The HDA has the following **permanent** position:

Accounts Payable Clerk

Location: Johannesburg

Reference: JFB APC (2018)

Main Purpose: Processing and monitoring payments and expenditures to ensure that financial reports are accurate and up to date.

Key Responsibility Areas:

Accounts Payable:

- All invoices paid within 30 days
- All invoices (on hold and queries) are kept in finance
- Verify invoices against purchase order or quotations
- Reconcile invoices to statements before processing for payment and insure that all outstanding invoices are followed up
- Reconcile statements to Age Analysis monthly
- Verify that invoices comply with financial policies and procedures and delegations of authority
- Ensure the completeness and accuracy of invoice data
- Capture invoices on the Accpac system
- Resolve all internal and external queries relating to payments

Petty Cash:

- Check and reconcile petty cash for head office and regions

General Journals:

- Capture required journals on ACCPAC every month.
- Recurring journals are captured on ACCPAC every month

General Administration:

- Develop and maintain good filing systems
- Perform general finance admin duties
- Attend various meetings
- Assist with the audit as required
- Payment of payroll and 3rd parties from the FA are uploaded in the bank

Requirements:

- National Diploma in Cost and Management Accounting
- Three years' minimum experience in accounts payable and general accounting experience
- Competent in MS Outlook, Excel intermediate, PowerPoint intermediate and Word intermediate
- Competent in Accpac or a similar accounting package

Please forward relevant CV in a Microsoft Word format to john@isilumko.co.za (Clearly marked with the reference number of the position).

Should you not comply with the above requirements your application will NOT be considered.

Closing date for applications: 11 February 2018

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

Enquiries: John Brouckaert - 011 267 2920

Conditions of service: The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA EE policy • The HDA reserves the right not to make an appointment.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.