

EXPENDITURE ACCOUNTANT

Reporting to the Senior Accountant Expenditure the key responsibilities will include, inter alia:

- Reviewing, processing, and approving vendor invoices for payment, ensuring accuracy and compliance with company policies.
- Maintaining accurate records of vendor accounts and performing regular reconciliations.
- Generating reports on accounts payable activities, outstanding liabilities, and cash flow implications for management.
- Ensuring compliance with internal controls and external regulations, including tax obligations related to payments.
- Working closely with procurement and other departments to manage vendor relationships and resolve issues.
- Providing documentation and support for internal and external audits related to accounts payable processes.
- Assisting in the maintenance and improvement of accounts payable systems and processes to enhance efficiency.

The ideal candidate must have:

- Bachelor's Degree in Accounting or equivalent
- Possess a CAT or CIS qualification
- Minimum of 3 years' experience in an accounting environment in a service industry (Postal/Telecommunications business will be added advantage)
- Exposure to telecommunication and Postal services

The key competencies required include:

- Confident communicator and presenter
- Analytical skills
- Computer literacy
- Good in excel
- Attention to detail
- High level of accuracy

Written applications accompanied by a detailed CV and certified academic certificates should be submitted to the HR Administration Manager at recruitment@sptc.co.sz with the subject Vacancy – Expenditure Accountant. Personal representations will be considered as pressure tactics and will not be entertained. EPTC is an equal opportunity employer. Closing date of receipt of applications will be 7th February 2025 and no applications whatsoever will be accepted after this date.