



HILTON COLLEGE

VACANCY: Creditors Controller

A vacancy has arisen at Hilton College for the post of Creditors Controller on 1 December 2022.

The College's recruitment policy will be followed including the necessity to be attentive to the requirements of employment equity.

Whilst more details will be made available to suitable candidates selected for an interview, the following sets out the essential criteria for the position which will be used to identify possible candidates:

- An understanding of bookkeeping and accounting controls and relevant practical experience in processing creditors' entries including invoice charges payments and preparation of supplier reconciliations.
- Understanding online banking and experience therein would be an advantage.
- Relevant computer knowledge and experience in an electronic accounting system. Knowledge of Sage Evolution would be advantageous, plus other more general IT competency skills such as Excel, Word, and Outlook/E-mail.
- Attention to detail and accuracy in all tasks are considered vital to the success of the operation.
- Exceptional interpersonal and communication skills enabling successful engagement with Creditors and College staff. Outstanding verbal and written communication skills are necessary.
- The ability to consistently deliver a high-quality personal service.
- The ability to take responsibility for and maintain administrative and accounting systems in the operation of allocated tasks.
- The ability to work both independently, as well as to be part of a team, in meeting overall objectives.

The essential elements of the position include:

- Processing all creditor invoices on a timely basis.
- Monthly reconciliation of all creditors and contractor accounts.
- Daily interaction with staff and creditor staff regarding purchase orders and invoices for payment.
- Although we operate a fully integrated supplier sub-ledger, monthly reconciliation of the creditor control account to the age analysis.
- Will report directly to the Accountant, but forms a part of the greater Finance team.

General:

- Normal working hours are from 8:00 a.m. to 4:00 p.m. daily from Monday to Friday with a 30-minute lunch break between 12:30 p.m. and 1:30 p.m.
- Public holidays falling within term time shall be regarded as a normal working day and not separately compensated for, save that an equivalent number of days shall be granted in lieu at a time convenient to the Society. The Society shall deem the days granted in lieu of public holidays in term time to fall on the Friday and Monday of each mid-term leave, as set out in the Administration Leave Policy as amended from time to time.
- Annual vacation leave is per normal commercial terms and must be taken in the year but will not normally be granted during the pre-audit and audit period at the end and the beginning of each calendar year.
- Remuneration is subject to agreement between the parties but is considered by the College to be fair and competitive in the marketplace.

The Finance Director
Hilton College
Email: finmanpa@hiltoncollege.com

The closing date for applications is Wednesday 9 November 2022. Please note that the College reserves the right not to acknowledge or correspond with unsuccessful applicants and should you not be contacted within 21 days of the closing date applicants may assume that their application has been unsuccessful.

Hilton College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

1 November 2022