



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Accounts Payable Officer
<b>Component</b>	Supply Chain Unit
<b>Location</b>	Head Office-Park Town
<b>Post Reports To</b>	Tender and Contract Management Practitioner

Job Profile Verification	
<b>Profile Verified By:</b>	Dr T Khubana
<b>Date Verified:</b>	October 2024

Job Profile Validation	
<b>Profile Validated By:</b>	Dr T Khubana
<b>Date Validated:</b>	October 2024

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	
<b>Date Graded:</b>	

## B. Job Purpose

*Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).*

The purpose of this role is to effectively administer payment of invoices and contract management in the Supply Chain Management of the SAHRC

## C. Key Responsibilities

*List major activities and contribution to the organisation for which this post is held accountable*

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Processing of Accounts Payable	1.1	Receive invoices from suppliers, end-users and record them on the invoice register.  Serve as a central point to receive invoices and facilitate timeous processing of invoices for payment(s).  Ensure that invoices are paid within 30 days.  Ensure that bi-monthly the invoice tracker is updated for monitoring compliance with 30 days payment requirements set out in the Treasury Regulations.  Handle all invoices disputes in consultation with the user and the SCM Manager.
		1.2	Verify the accuracy of invoice and match with the Purchase Order to detect errors, and fraud.  Liaise with SCM Manager regarding invoices received with no Purchase Orders to Internal & External Clients.  Submit the payment packs to finance for processing.
		1.3	Provide proof of payment to the suppliers and secure updates statement of accounts.
2	Conducting Reconciliation of Accounts	2.1	Perform reconciliation of accounts payable to statements, GL and contracts register, including commitments register.  Reconciliation of travel accounts for completeness.  Verify and certify invoices for payment from contractors in

## C. Key Responsibilities

*List major activities and contribution to the organisation for which this post is held accountable*

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
			<p>consultation with the users.</p> <p>Attend to queries related to invoices and payments.</p>
3	Contract Management	3.1	<p>Assist in monitoring and updating the Contract Management System and updating of contract register.</p> <p>Facilitate and set up the contract performance meetings</p> <p>Prepare monitoring tools for contract monitoring meetings</p> <p>Notify business units and service on the expiry of contracts</p> <p>Initiate the contract management process post the bid process, in liaison, signing, conducting quarterly monitoring meetings and updating contract register.</p> <p>Facilitate the timeous signing of contracts.</p> <p>Safekeeping of contracts and maintain contract register</p>
		3.2	Conduct, arrange, monitor and maintain transversal contracts.
		3.3	Inform the finance department timeously if a contract is due to expire to ensure payment termination or renewal as required
		3.4	Perform filling and provide audit information as requested by Internal Audit and Auditor General.
4	General Procurement Administration	4.1	Assist with all supplier queries regarding the invoices, including communicating with finance regarding supplier payment queries
		4.2	Assist in obtaining travel and flight information for employees and complete the bookings, when the travel and events officer is on leave

## D. Advisory Responsibility

*Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.*

To Whom	Type of Advice/ Information
Suppliers of procured goods and services	Knowledge and information transfer and gathering
Potential tender bidders	Answering queries and assisting

## E. Accountability

*These fields are not compulsory and should only be completed if the fields are relevant to your post*

Number of staff directly managed	• 0
Number of staff indirectly managed	• 0
Financial Accountability	• 0

## F. Inherent requirements of the Post

*The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.*

### Skills/ Knowledge/ Behaviour:

Requirement	Type
<p><b>Key competencies</b></p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>• Technical proficiency</li> <li>• Communication</li> <li>• Meeting planning</li> <li>• Organization and facilitation</li> <li>• Data and records management</li> <li>• Telephone etiquette</li> <li>• Problem solving</li> <li>• Decision making</li> </ul>

<p><b>Knowledge and education</b></p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> <li>• National Diploma in Accounting/financial Management/Cost Management Accounting or equivalent</li> <li>• Knowledge and understanding of PFMA, GRAP, GAAP, POPIA &amp; PAIA</li> </ul>
<p><b>Experience</b></p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>• 3 years relevant experience</li> <li>• Pastel, SAGE, SAP and MS Office</li> </ul>

<b>G. Career pathing</b>	
<b>Next higher position:</b>	Procurement Officer (Head Office)
<b>What is required to progress:</b>	See Profile

<b>H. Job profile agreement</b>				
<p><i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i></p>				
<b>We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.</b>				
Title	Name	Employee Number	Signature	Date